

SAFETY MANUAL
Henderson County Habitat for Humanity

Installing Flooring - Accidents have happened while installing flooring. The plywood flooring moves very easily after glue is applied and side loads should be avoided.

Emergency Medical Care - If someone is injured on the job site, immediately contact your crew leader and summon any needed medical help. You should also use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives.

A cellular phone is available on the jobsite. The next most important item on the jobsite is a well-equipped first-aid kit.

Accident Reporting - All accidents, near accidents and recognized unsafe working conditions should be reported by the crew leaders to the construction supervisor. The information is to be disseminated to all workers.

Age Restrictions for Minors - Children **under the age of 14** are not allowed on a Habitat worksite while there is any type of construction in progress. Individuals **between the ages of 14 and 16** can do limited work on the sites, such as painting or landscaping, when there is no active construction going on at the site. Individuals **between the ages of 16 and 18** may participate in construction work, but may not use power tools, participate in excavation, demolition or work on rooftops, or work at heights above 6 feet. Anyone **over the age of 18** can do any of the various construction jobs on the site.

Miscellaneous - When establishing an outdoor work station, i.e. saw table or siding layout table, stay clear of cavities, deck post holes or the foundation excavation.

Introduction - Safety is everyone's concern and should be the first priority at any construction site. Building construction is one of the most dangerous activities. Since Habitat work crews normally have a high proportion of inexperienced and, in our case marginally agile people, everyone must pay particular attention to safety. Try to be conscious of the safety of others as well as yourself. An observer can often see danger better than the worker involved in the project. If you see what you believe to be an unsafe practice, do not hesitate to point it out. Be cautious at all times and ask questions. Do not proceed with a task if you are not confident that you can do it safely.

Safety Coordinator - The crew leader shall have the additional responsibility of enforcing the safety awareness program as defined in this policy manual. The crew leader may assign the responsibility to another member of his crew.

Proper Safety Equipment - Proper clothing is as essential to safety 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. The following are essential on the work site.

1. Work boots are recommended when on a construction site, preferably with steel toes and shanks. Sneakers and sandals are inappropriate footwear on the job site.
2. Hard hats must be worn during demolition work, during the framing phase of construction, or when required by a supervisor, and are to be available to workers on the job site.
3. Protective glasses are available to every construction worker. A worker must wear protective glasses any time he or she is operating a power tool or when instructed by the crew leader.
4. Dust masks must be worn by all workers engaged in installing insulation, sanding, or when instructed by the crew leader.

Clean Work Site - A clean work place is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping is important in preventing accidents and contributes to the efficiency of the worker.

Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Clean up all rubbish and scrap materials on a daily basis. Do not permit pieces of wood, nails, bolts, empty cans, pipe, wire, or other materials to accumulate on the work site since they may constitute a hazard and interfere with work.

Ladders - The following rules for ladder safety should be adhered to at all times:

1. If the ladder is unsafe, don't use it. Always inspect a ladder before you use it. Look for wear and tear, loose rungs, and defects.
2. Use a ladder that will reach the work.
3. Extension ladders should reach three feet above the work level. Remember to use the four-to-one rule: for every four feet of height, move the bottom of the ladder one foot away from the wall. The ladder should be vertical and preferably be held by an assistant.
4. Move your ladder with your work rather than leaning out to reach the work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far.
5. Place your ladder on solid level 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.
6. NEVER use an aluminum ladder in the vicinity of electrical lines, and NEVER use a ladder outdoors during inclement weather or on windy days.
7. Keep your hands free for climbing. Use proper carrying devices for carrying tools and materials. When climbing, always face the ladder.

Scaffolding - Inspect scaffolding before using it. Never use damaged or defective equipment. When erecting scaffolding, provide adequate bases for the scaffold posts. Make sure you plumb and level scaffolding and do not force end braces when constructing the scaffolding.

Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking. Inspect planking for splits and knots, and remove defective or damaged planking. Arrange planking so that no end is unsupported.

Power Tools and Other Electrical Equipment - A power tool should only be used by qualified personnel as assigned by the crew leader.

Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be checked for defective switches, cords, plugs, and proper grounding. Defective tools should not be used and should be reported to the crew leader. Care must be taken with saws to avoid cutting the cord.

Earplugs must be worn by any worker using a power tool for a prolonged period of time or when instructed by a supervisor. Earplugs are to be made available to workers on each jobsite at all times.

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

1. A three-pronged plug must be used on all electric power tools unless it is double insulated.

2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails, or suspended from wires.

Saws - Don't bind the blade of any saw. When cutting long panels the blade may bind and the saw blade will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.

Keep the blade guard working. A spring-actuated blade guard often binds and won't slide quickly, or the spring stretches 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. Properly support what you are working. Never attempt to cut something that could tilt or fall and cause the saw to slip.

Hand Tools - Always select the correct type and size of tool for your work and be sure it is sharp and properly adjusted. 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. Oil or dirt on a tool may cause it to slip and cause an injury. When using tools, hold them correctly. Most edge tools should be held in both hands with the cutting action away from yourself. Avoid using your hands or fingers as a guide to start a cut, but if it is necessary, use extreme caution.

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. Anyone working with a hammer at a height should wear a hammer loop or tool belt. When the hammer is not in use, it should be kept in the loop or belt and not placed on a sloping surface or other precarious position when it may fall on someone below. Do not carry sharp tools in your pockets. When the tools are not in use, they should be kept in special boxes, chests, or cabinets.

Barriers - Barriers should be erected around hazardous areas such as floor openings or drop-offs. The barriers can be made of wood, rope, cardboard, etc.

Working on a Roof - Not all of our volunteers are qualified to work on the roof section of the house. Work assignments should be made accordingly. The number of persons on a roof needs to be controlled to avoid overcrowding. All material should be properly secured to avoid falling off. Bundles of shingles are particularly hazardous.

Walking Floor Joists and Rafters - Volunteers should not walk floor joists or roof rafters. As a minimum, multiple planks should be used as a walkway to cross joists. The use of plywood sheets is preferable. Do not use odd boards and be careful of footing.