



Construction Safety Policy

The following construction safety policy for Habitat for Humanity of Albany County, Wyoming, Inc., herein "the Affiliate," was adopted through majority vote of the Board of Directors on Nov. 27, 2007. This policy includes four subsections: (1) Policy for participation by children and adolescents, (2) Construction supervisor's responsibilities, (3) Responsibilities of all volunteers, and (4) HFHI safety policy poster (currently displayed on site). Referenced documents include Chapter 7 of the Affiliate Operations Manual (AOM) for Construction, Policy 18 of the US Affiliate Policy Manual, and the Home Builder's Safety, Health, and Environment Handbook, 1st Edition for HFH Canada. Circumstances not enumerated in the Affiliate's policy shall be resolved through use of these documents and other HFHI sources. This policy shall become effective as of the adoption date.

Purpose:

Safety is always an important consideration at any construction site. Based on knowledge, skill and an attitude of care and concern, each volunteer and employee must think of safety as his or her responsibility. HFHI is committed to providing a safe and healthful construction site for all volunteers and employees with **Zero Accidents**.

Policy for Participation by Children and Adolescents in Construction Activities

In response to recommendations by Habitat for Humanity International's Legal Department (memorandum dated May 10, 1999), Habitat for Humanity of Albany County, WY, Inc. adopts the following policy for the participation by children and adolescents in construction activities (Revision 2: February 27, 2008).

Federal regulations specifically prohibit children between the ages of 14 and 15 from working in general construction. Therefore, adolescents under the age of 16 are not permitted at the Habitat construction site during times when regular construction is taking place. However, children in this age group may engage in limited activities such as clearing lots, landscaping or painting. Such activities must take place on days when there is no active construction going on at the site.

No one under the age of 18 is permitted to do any work that the Secretary of Labor has said is too hazardous for children. Children age 16 and 17 may perform general construction work, but may not engage in certain activities that are considered ultra hazardous. These include the use of power tools and motor vehicles and participation in demolition, roofing, and excavation operations. Therefore, no one under the age of 16 is allowed on a construction site while construction is going on and no one age 16 or 17 is allowed to do any of the ultra hazardous activities discussed above. The construction



supervisor and/or manager have the authority to add any activity they deem appropriate to the category of ultra hazardous.

Time Limitations: Wyoming law states no child under the age of 16 who is enrolled in any private or public school in the state of Wyoming shall be employed, permitted, or suffered to work when classes are in session. In addition, no child under 16 should work more than 8 hours a day and only between the hours of 5:00am and 10:00pm (on nights followed by a school day) or 12:00 midnight (on nights which are not followed by a school day).

Construction Supervisor's Responsibilities:

- Monitor the work site's safety status by personally conducting safety inspections prior to the commencement of work and initiating required corrective action.
- Obtain the proper tools and personal protective equipment for construction tasks.
- Maintain the work site's first aid and fire suppression supplies.
- Maintain current certification for First Aid and CPR
- Monitor safety protocol continually and be receptive to safety concerns expressed by others.
- Consult with Affiliate appointed Safety Committee and/or Safety Supervisor
- Ensure the minimum number of volunteers is satisfied: Construction activities involving only one person should be avoided. Three people are required if any of the volunteers are under the age of 18; otherwise, two people are sufficient.
- Ensure all volunteers have signed the "Yearly Release & Waiver of Liability" and the "Daily Volunteer Log."
- Conduct general safety and construction orientation for all volunteers.
- Request volunteers make known to the Construction Supervisor any disabilities or impairments which may adversely effect their safety e.g. a hearing impairment which inhibits them from hearing the back up warning signal on a piece of heavy equipment.
- Instruct each worker about the correct and proper procedures for performing each task or utilizing a specific tool. This should familiarize the worker with the potential hazards and advise him or her as to how such hazards can be minimized or eliminated.
- Maintain accurate records of all accidents
- Medical Emergencies & First Aid: Dial 911 and summon any needed medical help for serious sudden illness and injuries. Give first aid for minor injuries or defer to another certified responder.
- Conduct accident investigations, analyze the causes and formulate recommendations for corrective and preventative action. If off site medical treatment was required, this report must be written and presented to the Board of Directors at their earliest convenience.



Habitat for Humanity of Albany County

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-Note: Safety of subcontractors is the responsibility of their foreman.

Responsibilities of all volunteers:

- Check in and out with the Construction Supervisor upon entering/exiting the site
- Receive training from the Construction Supervisor before performing a task
- Voice any questions/concerns before proceeding with a task
- Comply with all safety rules and regulations
- Utilize the proper personal protective equipment as directed by the Construction Supervisor. This includes: closed-toed, sturdy shoes at all times; no loose clothing if operating power tools; hard hats; safety glasses at all times; dust masks; ear plugs; fall arrest systems; etc.
- Help maintain a safe and clean work area
- Report all unsafe conditions to the Construction Supervisor
- Report all accidents and injuries immediately to the Construction Supervisor



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