

Clean Work site

A clean work place/site is a safe work site.

- ⇒ Position building materials and supplies in neat piles to allow adequate space / paths for moving about
- ⇒ Clean up all rubbish and scrap daily
- ⇒ Keep tools in chests, panels or boxes when not in use
- ⇒ Always leave tools/site secured from vandalism when not working
- ⇒ Lumber should be stacked to prevent warping

Poisons and toxic substances

- ⇒ Most commonly found poisons/toxins found on a de-construction site:
 - asbestos
 - lead oxides
 - solvents
 - animal feces (such as rodent droppings)
- ⇒ Special care must be used with handling/ or coming in contact with any of the above or other unfamiliar substances
- ⇒ If you discover asbestos fiber being used as pipe, boiler or heating duct insulation **CONTACT** your supervisor immediately!
- ⇒ **DO NOT ATTEMPT TO HANDLE/REMOVE ASBESTOS FIBER ON YOUR OWN.**
- ⇒ Other exposure to lead chips, dust, particles and other toxic materials can come from scraping exterior woodwork, demolition of lead-paint walls and stripping old mill work
- ⇒ Masks are the BEST protection to avoid breathing toxic fumes—or air-borne germs which include rodent droppings
- ⇒ Material Safety Data Sheets (MSDS) are available at the site

Emergency medical care

- ⇒ If somebody is injured on the job, contact your supervisor immediately and summon any needed medical help. If necessary—use the first aid supplies in the site first aid kit, to assist in stabilizing the injury until medical assistance arrives.
- ⇒ Accident/incident forms are available at the site
- ⇒ **ALWAYS FILL OUT AN ACCIDENT / INCIDENT REPORT!**



Steps to implement safety

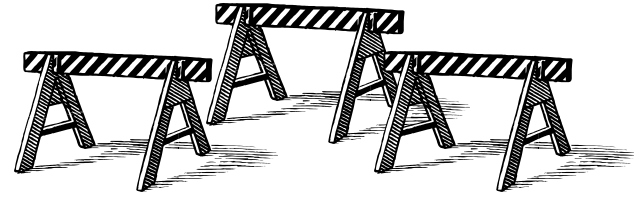
As you get ready to work on the construction site—please remember to review the basic steps laid out in our safety policy. Remember to ask your supervisor if you have ANY questions or concerns.

We don't want ANYTHING to ruin your experience today!

All of us at Bend Area Habitat would like to thank you for your energy and time. Because of you, we are able to continue our mission of building safe, decent, affordable housing.

This safety policy must be posted on the construction site visible to all volunteers and paid staff.

Bend Area Habitat for Humanity, with God's guidance, works in partnership with deserving families and the community, to build affordable quality homes.



Construction Safety



Bend Area Habitat's Safety GOAL! Zero Accidents





Bend Area Habitat for Humanity's Construction Policy

Safety is everybody's concern and is always an important consideration at any construction site. Building construction can be one of the most dangerous occupations. Because a large proportion of Habitat homes are built by volunteers with minimal experience, safety becomes a high priority. This also means being conscious of your safety as well as others. An observer can often see danger better than a worker involved in the project. Be cautious at all times, and **DO NOT** be afraid to ask questions. If you are not certain of how to do a specific task, ask before you start it up.

Safety is based on knowledge, skill and an attitude of care and concern for everybody involved. Supervisors should instruct each worker about the correct and proper procedures for the performance of each task. It is important that everybody who volunteers at Bend Area Habitat knows and understands safe work practices.

Guidelines for a safe attitude:

- ⇒ Think before you do any task.
- ⇒ If you are uncertain about how to do a task or operate a power tool, ASK A SUPERVISOR.
- ⇒ Concentrate on your task and eliminate distractions
- ⇒ Know where the first aid kit is located, and how to get emergency help
- ⇒ Inspect all power tools, hand tools, ladders and scaffolding on a regular basis
- ⇒ Advise your supervisor IMMEDIATELY about any unsafe or hazardous tools or work conditions.

Proper Safety Equipment

- ⇒ Proper clothing is as essential as the use of power tools
- ⇒ Wear clothes/gloves that are appropriate for the task/weather conditions
- ⇒ Do not wear loose or baggy clothing or jewelry on the work site
- ⇒ Workers shall wear work boots or thick soled shoes at all times on the construction site
- ⇒ Hard hats are to be worn during demolition and construction work
- ⇒ Protective glasses will be available for each construction worker and must be worn at all times while operating power tools and using hammers
- ⇒ Workers must wear a dust mask when installing insulation or sanding
- ⇒ Ear plugs should be worn when using a power tool for a prolonged period of time
- ⇒ Construction supervisors may request a worker to use any of the above devices when on site.

Power Tools & Other electrical equipment

- ⇒ A power tool should not be used without proper instruction or by anyone under 18 yrs old
- ⇒ Instruction should come from a qualified person, and should be given to all workers.
- ⇒ Trainee should demonstrate their new skill with the instructor before using it on site
- ⇒ Do not lower or carry a power tool by its cord
- ⇒ Clean tools daily, check power tools for defective switches, cords, plugs and grounding. Report any defective tool immediately to the supervisor

To avoid electrical shock—the following rules must be adhered to

1. Extension cords must NOT have any frayed parts, hung from nails or suspended from wires.
2. All temporary lights must be equipped with non-conductive guards

Hand tools

- ⇒ Always select the correct type and size of tool for the assigned task.
- ⇒ Do not use a tool if the handle is loose or in poor condition
- ⇒ Dull tools are hazardous to use
- ⇒ Oil and dirt on a tool can cause it to be slippery
- ⇒ Avoid using your hand or fingers as a guide to start a cut, and use extreme caution at all times



Handle and carry tools with care

- ⇒ Keep pointed and edged tools turned downward
- ⇒ If you are using a hammer—a hammer loop or tool belt is ideal
- ⇒ Do not carry sharp tools in your pockets
- ⇒ Tools should be kept in a safe place such as a tool-box, chest or cabinet

Saw safety

1. Don't bind the blade of any saw
2. Maintain the blade guard
3. Support what you are working on properly

Ladders

- ⇒ ALWAYS inspect a ladder before you use it
- ⇒ Check for wear and tear, loose rungs and other defects
- ⇒ Use a ladder that reaches the area you are working on
- ⇒ An extension ladder should reach 3 feet above the work level
- ⇒ When using an extension ladder—always use the 4 -to-1 rule
- ⇒ For every 4 feet of height, move the bottom of the ladder 1 foot out from the wall
- ⇒ Always place your ladder on solid footing
- ⇒ Always face the ladder
- ⇒ Never use an aluminum ladder in the vicinity of electrical lines or on inclement windy weather days
- ⇒ Transport tools and materials in proper carrying devices, keep your hands free for climbing.



Scaffolding

- ⇒ All scaffolding that is elevated to 10 feet or more must be equipped with a safety railing. All scaffolds must be equipped with a toe-board to eliminate tools and debris from falling onto people below
- ⇒ A scaffold must be designed and able to support four times the weight of the workers, materials and equipment resting on it
- ⇒ It is important to inspect all scaffolding each day before use
- ⇒ A large portion of scaffolding accidents are caused by defective planking
- ⇒ It is important to use ONLY properly graded and inspected lumber for scaffold planking
- ⇒ Daily inspections of planking for splits and knots and remove defective planking

