

Champaign County Habitat for Humanity Safety Plan 2009

Introduction:

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. Since Habitat work crews normally have a high proportion of inexperienced 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. Be cautious at all times and ask questions. Do not go ahead with a task if you are uncertain how it is done, or if you are unable to do it.

Safety is based on knowledge, skill and an attitude of care and concern. Supervisors should instruct each worker about the correct and proper procedures for performing each task. This instruction should familiarize the worker with the potential hazards of doing the tasks and advise him or her how such hazards can be minimized or eliminated. It is very important that we at Habitat know about safe work practices and follow them.

Guidelines for a safe attitude:

1. THINK before you do your work or task. Use common sense at all times.
2. If you are uncertain about how to do a task or how to operate any equipment, vehicle, or 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, scaffolding, vehicles, equipment, and elevator on a daily basis.
6. Advise your supervisor IMMEDIATELY of any unsafe or hazardous tool or condition.

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.

Workers shall wear work boots or thick-soled shoes at all times when on a construction site or in the store. Any worker wearing sandals or other types of inappropriate footwear shall not be permitted to remain at a construction site or in the store. Keep hair up or tied back out of the way of machinery.

Hard hats are to be worn while doing demolition work, during the framing phase of construction, or when required by a supervisor, and are to be made available to workers on each job site at all times. Hard hats should be worn when work is being done overhead.

Protective glasses will be available for every construction or store worker. A worker must wear protective glasses any time he or she is operating a power tool, when working around flying debris or when instructed by a supervisor.

Each worker must wear a dust mask when installing insulation, sanding, spraying materials or when instructed by a supervisor.

Use gloves when handling rough or sharp edged materials. Gloves will be made available for use any time for handling materials and cleaning items.

Ear plugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor. Ear plugs are to be made available to workers on each job site at all times.

Power tools and other electrical equipment:

A power tool should not be used without proper instruction on its use and on what can happen if the tool is not used properly. The instruction should be done by a qualified person and should be given to all workers; even experienced do-it-yourselfers should receive instruction. The trainee should use the power tool in the presence of the instructor until the instructor is satisfied that the trainee knows how to use the power tool properly.

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 either be reported to the supervisor or labeled and brought to the tool room for repair immediately. (Do not wait until the end of the day.) Make sure hands are dry when handling any electrical equipment.

To avoid electrical shock, the following rules must be obeyed:

1. A three-pronged plug must be used on all electric power tools.
2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires.
3. All temporary lights must be equipped with non-conductive guards.
4. Don't operate power tools in water or rain.

Other safety rules:

1. Wear goggles to operate table or portable power tools. Power circular saws may kick back. Don't put the saw in a bind. Have a helper support long pieces of lumber or lumber weighing more than 10 pounds. Make sure the power cord is not in line with the cut.
2. Do not use more than two extensions as voltage will drop and may damage the motor.
3. Inspect rotary blades, bits, wheels and discs on power tools before each use to make sure they are not cracked, out of round, dull, caked, or pitted.
4. Do not operate at a speed higher than recommended.
5. Electric or air powered tools should have a "deadman" safety feature. This feature causes the power to be cut off immediately when finger pressure is removed.
6. Do not leave tools where they can fall.
7. Make sure guards are attached and used. Never tie the guard back out of the way.
8. Keep tools well maintained.
9. Always report any defects immediately.
10. Put all tools back where they belong after use.

Hand tools:

Always select the correct type and size of tool for your work and be sure that 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. Always have the cutting action away from you.

Hand tools should be in good shape. No loose handles in poor shape. Don't use taped or wired handles. Don't use a "cheater" on wrenches. For impact tools, make sure they are not mushroomed. Oily or dirty tools may cause slippage. Keep them clean.

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, and, when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or in a precarious position.

Do not carry sharp tools in your pockets. They could puncture. When not in use, tools should be kept in special boxes, chests or cabinets, or returned to their proper place in the workshop.

Ladders:

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. Check siderails and rungs to make sure they are sturdy and not broken.

Never use a chair or other unstable object to reach objects up high.

Use a ladder that will reach the work. An extension ladder should reach 3-4 feet above the work level. Allow 4 feet of horizontal distance from the structure for every 12 feet of vertical distance when placing a ladder. Move your ladder with your work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far.

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 from one foot with the claw of a hammer rather than raise one foot with blocks.

Never use an aluminum ladder in the vicinity of electrical lines and never use a ladder outdoors in inclement weather or on very windy days. Carry tools and materials in proper carrying devices and keep your hands free for climbing. When climbing, always face the ladder. When descending the ladder, first get a good footing, then place your first foot below the level at which the ladder is leaning to prevent "kickout" and always face the ladder as you descend. Don't go higher than you feel comfortable. Don't use a ladder as a makeshift platform or stand and don't work from the top two rungs.

Scaffolding:

All scaffolding that is elevated 10 feet or more must be equipped with a safety railing of 3 feet high or more. All scaffolds must be equipped with a toeboard at least 4 inches high to eliminate the possibility that tools or debris will be kicked

or pushed onto the people below. A scaffold must be designed to support four times the estimated weight of the workers and materials resting on it. Scaffolding components that are not designed to be compatible should not be mixed.

Inspect all scaffolding each day before using it. Never use damaged or defective equipment and avoid rusted parts since their strength is unknown. When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks when on an uneven grade. Make sure to plumb and level scaffolding and don't 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 daily for splits and knots and remove defective or damaged planking. If using ropes on scaffolds, check them for condition before each use.

Lifting and carrying:

Wear a back brace any time when you are moving any heavy objects. Size up the load first. Don't overestimate your ability. If the load is heavy, get help. Communicate with each other what you are going to do before you do it so your buddy is aware. Make sure there is adequate clearance for your load. Obtain secure footing to lift. Bend your knees, grasp the object firmly, and then lift by straightening your legs—not bending your back. Keep your body vertical, chin down. To lower, reverse the procedure.

Always ask for assistance when carrying long pieces of lumber. When carrying, do not turn or twist your body. Make adjustments in the position by shifting your feet.

Use proper equipment, such as hand trucks, carts, and appliance dollies with straps, to move large heavy objects when possible. Make sure you have a destination in mind for your object or load. Make sure your path is clear. Ask for help when moving items when needed.

Falling objects:

Don't place tools or supplies on scaffolds, stepladders, window sills or any surface where they can be knocked off. Don't place pieces of lumber on end or ladders against the side of a structure and leave them where they can fall sideways.

Poisons and toxic substances:

The poisons and toxic substances that can be found most often on a work site are asbestos, lead oxides, solvents and animal feces. In the store you may also come into contact with unknown chemicals or potentially hazardous cleaning materials. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance.

If you discover asbestos fiber being used as pipe, boiler or heating duct insulations, contact your supervisor immediately. **DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN.**

Scraping exterior woodwork, demolishing lead-painted walls and stripping old mill work are the principal ways that workers can be exposed to lead chips, dust and particles. Contact your supervisor immediately if you discover any lead-painted surface.

Masks are the best protection against breathing germs that can be borne in dust containing animal feces (such as rodent droppings).

Clean work site:

A clean work place is a safe work place. This refers to the neatness and good order of the construction site, workshop, and store. Maintaining good housekeeping contributes to the efficiency of the workers and is important in preventing accidents.

Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Be sure that store merchandise does not block aisles, doorways, or emergency exits. When tools aren't being used, keep them in boxes, tool chests, cabinets, or in workshop. Take precaution that tools and materials are in a place where they won't fall on workers below. Always warn people around you before letting debris fall or before coming around a corner where you may not be seen.

Clean up all rubbish and scrap materials on a daily basis. Wear a respirator when sweeping up debris in enclosed areas. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire or other materials to accumulate on the work site. They interfere with work and can constitute a hazard. Never leave a work site unguarded unless all tools and materials have been properly secured. Never leave the store or workshop until all tools have been properly secured and put away.

First Aid:

If you are injured, tell the crew supervisor or safety officer immediately. Clean and bandage even the smallest of cuts and scratches to prevent infection. There will always be a first aid kit on the work site.

If a serious accident does occur, use good judgment and get professional help. Don't make the injury worse by giving treatment if you aren't qualified to do so. Insurance forms necessary to obtain medical care are located in every first aid kit.

Drink water often on warm days to prevent heat stroke or exhaustion. Warning signs are hot, dry or clammy skin, severe headaches, dizziness, or weak pulse. Take a break when needed, but please inform the supervisor.

If riding in a truck, don't sit on the sides or hop off before it comes to a complete stop. Do not sit in the back of the truck under any circumstances and be sure to fasten your seat belt any time the truck is in motion. Do not ride in any seat that does not have an operating seat belt.

Thank you for volunteering your time in this worthwhile activity. Please keep the safety guide to refer to as needed, but return the signed acknowledgement form to a crew supervisor.

*Habitat for Humanity of Champaign County
Safety Acknowledgement Form
2009*

I acknowledge that I have received a copy of Champaign County Habitat for Humanity Safety Plan 2009; 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): _____
Full Address: _____
Phone numbers: home: _____ cell: _____ work: _____

Date: _____

In case of emergency contact: This must be someone who can legally authorize medical care

Name: _____ Relationship: _____
Address: _____
Phone numbers: home: _____ work: _____ cell: _____

Name: _____ Relationship: _____
Address: _____
Phone numbers: home: _____ work: _____ cell: _____

Other instructions in case of an emergency (allergies, etc.)

Insurance _____

THIS FORM MUST BE COMPLETED AND TURNED INTO CREW SUPERVISOR BEFORE BEGINNING WORK.

Champaign County Habitat For Humanity
Safety Check List

SAFETY FIRST!

Safety rules for volunteer workers:

1. Report any condition that looks unsafe.
2. Wear a hard hat when someone is working above you.
3. Wear ear plugs in high noise areas.
4. Wear safety glasses or other eye protection when operating power saws or other equipment that may throw off small hard particles.
5. Make sure blade guards are in place when operating power saws.
6. Use a respirator when working in dusty atmospheres.
7. Wear leather gloves when handling wood or metal products.
8. Avoid stepping on electrical power cords, especially in wet locations.
9. Keep electrical power cords off the ground as much as possible.
10. Make sure that a ground fault interrupter (GFI) is in place before plugging in electrical power cords.
11. Don't use broken or malfunctioning tools, especially those with electrical problems.
12. Do not use ladders as work platforms; use scaffolding instead.
13. Do not use aluminum ladders around electrical power lines.
14. Make sure that guardrails and toe boards are in place when working on scaffolding platforms more than 10 feet high.
15. If you cut yourself, report to your supervisor immediately for first aid.
16. If someone else cuts him/herself and blood gets on you, report this immediately to your supervisor.
17. Do not enter a trench more than 5 feet in depth unless a co-worker is present on ground level to sound an alarm and render assistance in case of an emergency.
18. If asbestos is present, avoid touching, handling or disturbing it. Let specialists handle it.
19. If lead-based paint is present, use extra precautions. Wash hands before eating.
20. Wear close-toed shoes and avoid loose clothing.
21. Don't operate any equipment, power tools, or vehicle unless you are certain about how to use them safely.
22. Don't lift anything that you do not feel comfortable lifting and communicate and cooperate with others to lift large objects safely. Always move heavy objects with a buddy.
23. Don't block aisles, walkways, doorways, or exits.