



Construction Safety Guidelines

Your safety is the primary concern on the job site. You should be cautious at all times and ask questions if you are unsure about any situation. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. Don't worry about bringing hard hats, safety glasses, etc., unless you have them. We will provide all equipment necessary for your safety. If you witness unsafe behavior, please inform the construction supervisor immediately. The following sections about safety equipment, teamwork, hazard and accident prevention, ladders, hand tools, and power tools have been created to make you more aware of safe practices on the job site.

Please read these guidelines before your first workday and bring your signed waiver form to the jobsite. Signing the waiver implies that you have read and understand the safety guidelines.

Minors

No youth under the age of 14 are permitted on the Habitat construction site. Youth ages 16-18 may not operate power tools, climb onto ladders, or work on the roof. Youth under the age of 18 must have permission from their parent or guardian and work closely with an adult, preferably the one with whom they arrive.

Safe Mindsets

Safety begins with the way we approach our work on the jobsite. When you are conscious of the safety of yourself as well as others, you are much more likely to avoid accidents.

- THINK before you do your work or task.
- When uncertain about how to do a task or operate a tool, ASK a supervisor.
- Always concentrate on the task at hand.
- Know where the first-aid kit is located and how to get emergency help.
- Inspect all tools, ladders and scaffolding before using.

- Advise your crew leader IMMEDIATELY of any unsafe condition.

Safety Equipment

Clothing

- Do not wear loose clothing.
- Restrain long hair.
- Remove loose jewelry, such as necklaces and bracelets.
- Wear safety shoes or boots, preferably with steel toes and shanks. Sneakers are also acceptable.

Hard Hats

- Wear a hard hat while framing, shingling, or when required by the supervisor.
- Use a strap when working overhead to prevent your hard hat from falling on workers below.
- Wear plastic hard hats when working near electrical lines. Metal hard hats and bump caps conduct electricity and are shock hazards.

Other Safety Equipment

- Wear safety glasses when working with any power tool and when recommended by the supervisor.
- Wear ear protection when working with power tools for a prolonged period of time.
- Wear dust masks when installing insulation, sanding or when instructed by a supervisor.
- Hard hats, safety glasses, ear protection, and dust masks are provided at the site.

Teamwork

- Do not lift heavy objects by yourself, ask for assistance.
- Follow the instructions below when lifting and moving heavy objects:
 1. Clear the pathway of any possible trip hazards, such as extension cords, debris, and power tools.
 2. Set one foot alongside the load and the other foot slightly behind the load.
 3. Grip the load firmly.
 4. Keep the object close to you as you lift with your legs (not with your back). Avoid jerking the load upward.

Hazard and Accident Prevention

Clean Work Site

- A clean workplace is a safe workplace. Accidents happen more readily when loose objects lie around on the jobsite.
- Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Do not bend nails over.
- Pick up any trash, including loose bolts, empty cans, pipe, wire, strapping material, and small pieces of vinyl siding that accumulates on the work site.
- Return tools that are not in use to the storage shed or toolboxes.

Working on the Roof

- Stay off the roof unless you are working there.
- Work away from the edge of the roof.
- Remove trip hazards, such as sawdust and debris, from roof.
- Haul materials and tools up by line or have them handed up to you. Do not carry these items when climbing a ladder.
- Do not tarpaper over holes in the roof.

Chemicals

- Follow the instructions provided on the labels or in the MSDS (material safety data sheets) notebook when working with glues, paints, and solvents. The MSDS notebook, found in the tool shed, provides use, disposal, and first aid information about the specific chemicals used on site.
- Work with glue, paint, or solvents in well-ventilated areas where chemical fumes will not collect.

Additional Accident Prevention Information

- Do not throw objects from the roof; falling objects can injure volunteers working below.
- Think about a task before rushing into it, and follow the supervisor's instructions.
- The first aid kit is kept in the tool shed or at the site host table.

Ladders

General Information

- Inspect all ladders for loose rungs, steps, and cross braces before use. Report any safety concerns to the supervisor.
- Do not use unsafe ladders.

- Place ladders on level ground to prevent them from falling. If there is danger of the ladder moving, level the ground, tie it down, or have another volunteer steady it.
- Use the four-foot rule; for every four feet of height, move the bottom of the ladder one foot from the wall.
- Only use ladders that will extend above the work. Extend ladders at least 3 feet above the top of the landing.
- Position ladders away from doorways and other high traffic areas.
- Face the ladder when climbing.
- Use both hands when climbing a ladder. If you must carry tools, use proper carrying devices such as tool belts.
- Move the ladder to reach your work instead of leaning away from the ladder to reach the work. If both shoulders are extended outside the ladder, you have reached too far.
- Do not use an aluminum ladder when working near power lines because it can conduct electricity.
- Do not use ladders during poor weather or on windy days.

Stepladders

- Open stepladders fully and lock both spreader bars.
- Do not use stepladders on top of scaffolds, platforms, or other surfaces above the ground.
- Never stand above the second step from the top of the stepladder.
- Do not leave unattended tools, such as hammers, on top of ladder.
- Dismount stepladder before moving it. Do not "walk" the ladder.

Straight Ladders

- Do not use sections of extension ladders as straight ladders.
- Set base of ladder firmly on the ground and secure the top with nails.
- Extend ladder at least 3 feet above the top of the landing.

Scaffolding

- 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 do not force end braces when constructing the scaffolding.

- Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking.

Hand Tools

General Information

- Do not use tools with loose handles, dull blades, or if in poor condition.
- Select the proper type and size of tool for your work.
- Clean oil and dirt from tools before and after usage.
- Hold tools correctly. If you are uncertain, ask the supervisor. Carry tools with care.
- Keep edged and pointed tools turned down and away from yourself. Carry only a few tools at a time unless secured in a toolbox or tool-belt.
- Do not carry sharp or pointed tools in your pocket. Store tools in toolboxes, chests, or cabinets when they are not in use.

Utility Knife

- Retract blade after each use.
- Do not cut toward yourself.
- Carry knives in apron pocket or toolbox.

Hammer

- Carry hammers in tool belts or loops while not in use.
- Do not hit two hammer faces together.

Power Tools

General Information

- A power tool should not be used without proper instruction from a qualified person on its use, including a demonstration, and on the consequences of improper use.
- Please do not bring your own power tools to the jobsite. Using our own tools helps us to control tool quality, which helps maintain safety.
- Do not use any power tool without the crew leader's approval.
- Check power tools for defective switches, cords, plugs, and proper grounding. Report any safety concerns to the supervisor.
- Wear safety glasses when operating power tools.
- Do not remove any safety devices.
- Do not lower or carry a power tool by its cord.
- Clean tools daily or when a task is finished.

Avoid electric shock by:

- Using properly grounded power tools. All power tools should have three-pronged plugs.
- Avoiding extension cords with frayed insulation.
- Unplugging tools before repairing or replacing parts.

Circular Saws

- Do not stand directly behind the saw when cutting. Position your body to one side of the saw.
- Support the material you will cut to avoid binding the blade. Ask another volunteer for help or use small wedges or shims when cutting long panels. Supports should be placed under the panel on both sides of the cut and near the edges of the panel.
- Allow the blade to reach full speed before cutting the material.
- Do not lift the saw from a cut until the blade comes to a complete stop.
- Keep the blade guard in good condition and repair any damage immediately.
- Do not tie the blade guard back.
- Do not cut boards between supports.

Power Miter Box

- Do not cross arms when operating the miter box.
- Do not cut sections of lumber smaller than six inches long.
- Wait for blade to stop before removing scrap.
- Remove all scrap before making the next cut.

Nail Gun

- Put on safety glasses before you begin working with the nail gun.
- Point the tool away from people at all times.
- Do not place your finger on the trigger unless you are ready to drive a nail.
- Use the nail gun on approved surfaces only.

Emergency Medical Care

- If someone is injured on the job, contact your supervisor immediately and summon any needed medical help. You also should use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives.
- Insurance forms necessary to obtain emergency medical care are located in every first-aid kit.

Remember, every new volunteer must bring a waiver to the jobsite!

Release and Waiver of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed on this ____ day of _____, 200____, by _____ (the "Volunteer") in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Kitsap County, Inc., a Washington State nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include constructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat.

The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

Release and Waiver. Volunteer does hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat.

Volunteer understands that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer also understands that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Medical Treatment. Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Habitat.

Assumption of the Risk. The Volunteer understands that the Activities included work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from the work sites.

Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance. The Volunteer understands that, except as otherwise agreed to by Habitat in writing, Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

Photographic Release. Volunteer does hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer's Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Construction Safety Instruction By signing below, the Volunteer states that they have either read and understand the construction safety instructions, viewed the Habitat for Humanity International Construction Safety Video at a New Volunteer Orientation, or had a Staff member explain the Construction Safety issues to them at a Safety Briefing before working on a Habitat for Humanity construction site.

Other. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Washington State and that this Release shall be governed by and interpreted in accordance with the laws of the State of Washington State. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Volunteer (Print Name) : _____

Volunteer (Signature) : _____

Address: _____

Phone (H): _____

(W): _____