



Work Crew Safety Policy

Newberry Habitat for Humanity (NHFH) is an ecumenical, nonprofit Christian ministry involved in housing and community building by partnering with low income families to build or renovate adequate, affordable housing that is sold to the family without profit or interest.

Our volunteers are one of our most valuable resources. To protect these resources, NHFH has developed this Safety Policy. All volunteers are expected to read, acknowledge (see included *Acknowledgement Form*) and follow these policy provisions.

Safety Coordinator

A Safety Coordinator will be designated for the building sites and will be responsible for implementing the NHFH *Work Crew Safety Policy* but will not be responsible for overseeing any part of the actual construction.

Release and Waiver of Liability

All volunteers must sign a *Release and Waiver of Liability* (see attached) at least once per year. However, NHFH wants to safeguard its volunteer resources and encourage people to participate in its Christian mission. Therefore, NHFH carries Volunteer Accidental Medical coverage for up to \$250,000 per incident to protect our volunteers. This insurance is no-fault, meaning that it protects the volunteer regardless of who is at fault for the injury.

Emergency Contact Information

All volunteers must fill out an *Emergency Contact Information Sheet* (see attached) at least once per year. NHFH will consider the information on the *Emergency Contact Information Sheet* to be confidential and it will be accessed only in the case of an emergency. Only the Site Supervisor and the Safety Coordinator will have access to this information

Sign In and Out Every Day

Volunteers must sign the Volunteer Work Log each day prior to working on the construction site noting the time they arrive on site, and the time they depart. This allows NHFH to keep accurate records of volunteer hours as required by many *Grantors* during the grant application process.

Guidelines for a Safe Work Site

1. Think before you do your work or task.
2. All personal tools and equipment brought to the work site must be safety checked by the Site Supervisor or his/her designee prior to use.
3. If you are uncertain about how to do a task or operate a tool – ask someone!
4. Concentrate on your task.
5. Know where the first aid kit is located and how to get emergency help.
6. Advise the Site Supervisor **immediately** of any unsafe or hazardous tool or condition.
7. **Always** clean up the work site at the end of each day.
8. **Always** mark any open holes or ditches.

Volunteers under the Age of 18

Children under the age of 14 are not allowed on the construction site. Individuals between the ages 14 and 16 can only do limited work on the building sites. They can paint or landscape but should not be on the site when construction work is underway. Volunteers between 16 and 18 can do general construction but cannot do excavation, demolition, roofing, or work above 6 feet and cannot use power tools. Anyone over 18 can do any of the construction-related jobs on the site.

Work Site Cleanliness

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

Building materials and supplies should be positioned 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 blocks of wood, nails, bolts, empty cans, pipe, wire, or other materials to accumulate on the work site, as they interfere with work and can cause a hazard. Keep tools and equipment that are not being used in buckets, on panels, or in tool boxes. This protects the tools and the workers.

Proper Safety Equipment

Appropriate safety equipment will be made available for each volunteer on the building site. The equipment will include hard hats, goggles, ear plugs, dust masks, and gloves.

The Safety Coordinator and Construction Supervisor will ensure that such equipment is worn at appropriate times.

Proper clothing is as essential to safety as is 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 should wear covered shoes at all times when on the construction site, except that boots will be worn during framing and lot clearing activities. Any worker not wearing shoes or wearing sandals shall not be permitted to remain on the work site.

A worker must wear protective glasses any time he or she is operating a power tool or when instructed by the Site Supervisor. Each worker must wear a dust mask when installing insulation, sanding, or when instructed by the Site Supervisor. Gloves must also be worn when installing insulation.

Earplugs should be worn when using a power tool for a prolonged period of time or when instructed by the Site Supervisor.

Power Tools and Other Electrical Equipment

Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be checked for defective switches, plugs, and proper grounding. Defective tools should not be used and should either be reported to the Site Supervisor or labeled for repair immediately; **do not wait until the end of the day.**

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

1. Three-pronged plugs must be used on all power tools, unless they are double insulated.
2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails, or suspended by wires. Extension cords must have properly gauged wire.
3. All temporary lights must be equipped with non-conductive handles.

Hand Tools

Always select the correct size and type of tool for your work, and be sure it is sharp and properly adjusted. Guard against 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 injury. When using tools, hold them correctly. Most edged tools should be held in both hands with the cutting edge away from you. Avoid using your hand 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 and/or outward. Carry only a few tools at one time unless they are mounted in a special holder or carried on 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 on your pockets. When not in use, tools should be kept in tool boxes or buckets – **not left on the ground.**

A Special Word on Saws

1. Do not bind the blade of any saw. When cutting long panels, the blade may bind and kick the saw back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
2. Never use a power saw without a properly working blade guard. A spring-actuated guard often can become bent and will not slide quickly, or the spring can become stretched 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.
3. Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.
4. Do not use a dull blade.
5. **If the motor is smoking – STOP!**

Ladders

Inspect a ladder before you use it. Look for wear and tear, loose rungs, and defects. If the ladder is unsafe, do not use it.

Use a ladder that will reach the work. **An extension ladder should reach at least three feet above the work level.** Move the ladder with your work. **If both of your shoulders are extended outside the ladder while you are working, you are reaching too far.**

When using an extension ladder, use the “four-to-one” rule: **for every four feet of height, move the bottom of the ladder one foot away from the wall.** A ladder is pitched at the proper safe angle if you can grasp a rung at the shoulder height.

Place a 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.

Never use an aluminum ladder in the vicinity of electrical lines. The use of ladders on rainy and/or windy days will be determined by the Site Supervisor.

Carry tools and materials in proper carrying devices, and keep your hands free for climbing. When climbing, always face the ladder.

Scaffolding

Inspect all scaffolding each day before using it. When erecting scaffolding, provide adequate sills for the scaffold posts; base plates may also be used. Scaffolding must be plumb and leveled; end braces must not be forced when constructing scaffolding.

Defective planking causes many scaffolding accidents. Scrap lumber must never be used for scaffolding. Inspect planks daily for splits or other damage; do not use planking that shows excessive wear.

Roof Work

1. Toe Boards are to be mounted for all roof work.
2. Step ladders will not be used for access to or egress from a roof.
3. Access to and from any roof will be by extension ladder. Jumping off a roof is strictly forbidden.
4. A ladder should not be placed any closer than six feet from the gable end of the roof.
5. If you lose your footing while on a roof, you should **sit down**. Properly mounted toe boards (see above) will stop the slide.

Emergency Medical Care

If someone is injured on the job, contact the Site Supervisor immediately and summon any needed medical help. You should also use the supplies in the first aid kit to stabilize the injury as much as possible until medical help arrives.

The Site Supervisor must contact the Construction Coordinator as soon as possible in order to apprise him or her of the accident.

Accident Reporting

The Safety Coordinator or Site Supervisor and the injured volunteer (if possible) are responsible for completing a NHFH Accident Report Form (see attached) within 24 hours of the time of injury. Once all required information has been collected, this form will be turned in to the Executive Director on the next business day.



P.O. Box 3364
58645 Enterprise Drive.
Sunriver, OR 97707
541-593-5005

ACCIDENT REPORT FORM

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip Code _____

Position: ____ Volunteer ____ Staff

Date of Injury _____ Time of Injury _____

Place of Injury _____

Who was present at the time of the injury? _____

How did the injury occur? (Describe the injury in detail) _____

Was first aid administered at the time of the injury? ____ Yes ____ No If Yes, describe:

Was professional medical treatment given? If so, give the name of the treating practitioner and/or hospital. Describe the treatment. **Note: If professional medical treatment is felt to be necessary by the Site Supervisor or the Safety Officer and is refused, the volunteer is prohibited from entering an affiliate construction site again.**

Signature of the injured volunteer: _____

Date _____

The information below is to be completed by the Site Supervisor or Safety Officer.

Family member notified? ____ Yes ____ No If yes, who? _____

The information below is to be completed by the Safety Committee.

What was the cause(s) of the accident and what actions were taken to prevent an accident of this kind from occurring again?

For the Safety Committee _____ Date _____



EMERGENCY CONTACT INFORMATION

Name _____

In case of emergency, please contact:

Name _____

Relationship _____

Address _____

Telephone _____

The following information may be needed by the hospital or a medical practitioner not having access to your medical history:

Allergies to medicine, food, etc. _____

Medication being taken: _____

Date of last tetanus shot: _____

Physical impairments _____

Special dietary requirements _____

Other _____

Personal Physician:

Name _____

Address _____

Telephone *DAY* _____ *NIGHT* _____

Health Insurance:

Company _____

Policy _____ Telephone _____

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ACKNOWLEDGEMENT FORM

I acknowledge that I have read a copy of the **Newberry Habitat for Humanity Work Crew Safety Policy** and I understand its contents.

Signature of the Volunteer Worker

Name of the Volunteer Worker – **printed**

Date

This form must be completed and returned to the Safety Committee.