

# ALACHUA HABITAT FOR HUMANITY SAFETY MANUAL

## INTRODUCTION

Safety is everyone's concern and is always an important consideration at any construction site. Building construction can be one of the most dangerous occupations. Since Habitat's 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 as to 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, familiarize the worker with the potential hazards of doing the tasks and how such hazards can be minimized or eliminated. It is 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.
2. If you are uncertain about how to do a task or how to operate a power tool – ask a supervisor.
3. Concentrate on your task and eliminate distraction.
4. Know where the first aid kit is located and how to get emergency help.
5. Inspect all power tools, hand tools, ladders and scaffolding on a daily basis.
6. Advise your supervisor immediately of any hazards or unsafe conditions.
7. Volunteers under the age of 18 will be given limited responsibilities. They are not allowed to operate power tools or work at elevation (off the ground) using a ladder or scaffolding. No one under 16 is allowed on the job site during construction.

## PROPER SAFETY EQUIPMENT

Proper clothing is as essential 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 will wear closed toe shoes at all times when on a construction site. **Any worker wearing sandals or any other types of inappropriate footwear will not be permitted to remain at a construction site.**

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

Protective glasses will be available to every construction worker. A worker must wear protective glasses any time he or she is operating a power tool or when instructed by a supervisor.

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 on each job site at all times.

Dust masks should be worn during demolition, insulation installation, and Sheetrock installation. Dust masks are to be available at all times on each site.

## **POWER TOOLS AND OTHER ELECTRICAL EQUIPMENT**

A power tool should not be used without proper instruction on its use and on the consequences if the tool is not used properly. The instructions should be done by a qualified person and should be given to all workers, even experienced do-it-yourselfers. The trainee should use the power tool in the presence of the instructor until the instructor is satisfied 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.** They should 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.)

### **In order to avoid electrical shock the following rules must be obeyed:**

- A three pronged plug must be used on all power tools except on double insulated power tools.
- Extension cords that do not have frayed insulation should be fastened with staples, hung from nails, or suspended from wires.
- All temporary lighting must be equipped with conductive guards.

## **HAND TOOLS**

Always select the correct type and size of tools for your work, and be sure 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. Oil or dirt on a tool may cause it to slip and cause an injury. When using tools, hold them correctly. Most sharp edged tools should be held with both hands with the cutting action away from you. Avoid using your hand or fingers as a guide to start a cut, but if necessary, use extreme caution.

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 should keep it on a loop or tool belt and not placed on sloping surface, on top of a ladder, or other precarious position. Do not carry sharp tools in your pockets. When not in use, tools should be kept in special boxes, chests, or cabinets.

## **SPECIAL WORD ON SAWS**

1. Don't bind the blade of any saw. When cutting long panels the blade may bind, and the saw will catch and kick back towards the operator. Use small wooden wedges or shim-shingles to spread the saw cut as you go along.
2. Keep the blade guard working. A spring-actuated blade guard can often become bent and won't 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.

## **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 other defects.

Use a ladder that will reach the work. An extension ladder should reach three feet above the work level. Move your ladder with your work. If, while you're working, both of your shoulders are extended outside the ladder, 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.

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.

Never use an aluminum ladder in the vicinity of electrical lines, and never use a ladder outdoors during inclement weather or on windy days.

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

## **SCAFFOLDING**

All scaffolding which is elevated 10 feet or more must be equipped with a safety railing. All scaffolds must be equipped with a toe board to eliminate the possibility that tools or debris will be kicked or pushed on people below. A scaffold must be designed to support four times the weight of the workers and the 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 as their strength is unknown. When erecting scaffolding, provide adequate sills for the scaffolding posts, and use base plates. Use adjusting screws, and not blocks. When on an uneven grade, make sure you plumb and level scaffolding, and do not force the end brace when constructing the scaffolding.

Many scaffolding accidents are caused by defective planking. Inspect planking daily and remove defective and damaged planking.

## **CLEAN WORK SITE**

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

Position building materials and supplies 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, since they interfere with work, and can constitute a hazard. Keep tools and equipment that are not being used in chests, panels, or tool boxes. This protects the tools and the workers. Never leave a work site unguarded unless all tools and material have been properly secured.

## **POISON AND TOXIC SUBSTANCES**

The poisons and toxic substances which can most often be found on a work site are: asbestos, lead oxides, animal feces and solvents. Special care must be taken when you come into contact with any of these substances, or any unfamiliar substance.

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

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

Masks are the best protection against breathing the germs that can be borne in dust containing animal feces.

## **EMERGENCY MEDICAL CARE**

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