

# CLINCH RIVER HABITAT FOR HUMANITY

## WORK CREW SAFETY MANUAL Construction Safety Policy

### 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 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. This should familiarize the worker with the potential hazards of doing the task and advise him or her as to how such hazards can be minimized or eliminated. It is very important that we at Habitat for Humanity know about safe work practices and follow them.

### Guidelines for a Safe Attitude

1. Follow all safety instructions and 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 distractions.
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 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. Any worker wearing sneakers, sandals or other types of inappropriate footwear shall not be permitted to remain on a construction site.

Hard hats are to be worn during demolition work or the framing phase on construction, whenever work is being done overhead, or when required by a supervisor. Hard hats will be available to all workers on the job site at all times.

Protective eyewear will be issued to every construction worker. Protective eyewear must be worn by every worker while operating power saws or other equipment that may throw off small hard particles, or when instructed by a supervisor.

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

Only trained workers may operate power saws and other power equipment.

Ear plugs must be worn when using a loud power tool for a prolonged period of time, or when instructed by a supervisor. Ear plugs will be available on the work 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. 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 be labeled defective and reported to the supervisor immediately.

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.

## **Hand Tools**

Always select the correct type and size of tool 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. Hold tools correctly when using them. Most edged tools should be held in both hands with the cutting action away from yourself. 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. 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, not placed on a sloping surface or in a precarious position. Do not carry sharp tools in your pockets. When not in use, tools should be kept in a safe keeping place, box or cabinet.

## **A Special Word On Saws**

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1. Do not bind the blade of any saw. When cutting long panels, the blade may bind, and the sawmill will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
2. Maintain the blade guard. A spring-actuated blade guard often can 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 defects. The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited.

Use a ladder that will reach the work. An extension ladder should reach 3 feet above the work level. 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. When using an extension ladder, use the four to one rule: For every 4 feet of height, move the bottom of the ladder 1 foot away from the wall. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height.

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 under one foot rather than raise one foot with blocks.

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**

**Only scaffolding that is pre-built or constructed by scaffolding professionals shall be used on all construction sites, unless inspected by and approved by OSHA before use. (Reference OSHA website and reference hydraulic scaffolding).**

All scaffolding that 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 onto 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 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 use 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.

## **Floor Opening Protection**

Temporary holes and other openings in floors must be covered or protected with railing to prevent workers and visitors from accidentally stepping into the hole or opening.

## **Clean Work Site**

A clean workplace is a safe workplace. 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.

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. They interfere with work and can constitute a hazard. Keep tools and equipment that are not being used in chests, panels or toolboxes. This protects the tools as well as the worker. Never leave a work site unguarded unless all tools and materials have been properly secured.

## **Poisons and Toxic Substances**

Special care must be taken when you work with tar, caulking and adhesives. Do not allow to come in contact with your skin. Special solvents must be used to remove these materials and they are very hard on the skin.

Use adhesives, solvents, paint, etc. with plenty of ventilation.

Use dust masks for the best protection against breathing in dust on the work site.

## **Emergency Medical Care**

If someone is injured on the job, contact your supervisor immediately so that medical help may be summoned. There will be a first-aid kit on site. There will be a mobile phone on site. The forms necessary to obtain emergency medical care and the personal medical information of each worker will be with the site supervisor.

**ACKNOWLEDGEMENT FORM  
CLINCH RIVER HABITAT FOR HUMANITY  
WORK CREW SAFETY MANUAL**

I acknowledge that I have received a copy of the Work Crew Safety Manual for Clinch River Habitat for Humanity; that I have read it and reviewed it with my supervisor; and that I understand its contents.

I also understand that if I wear footwear other than work boots on the construction site, Clinch River Habitat for Humanity is released from any liability in the event my feet are injured while on the job site.

SIGNATURE OF WORKER \_\_\_\_\_

NAME OF WORKER (PLEASE PRINT) \_\_\_\_\_

DATE \_\_\_\_\_