



## Safety Guidelines

Your safety is the primary concern on the job site. You should be cautious at all times and should ask questions if you are unsure about any situation. 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.

### Minors

No youth under the age of 16 are permitted on the Habitat construction site unless scheduled to work on a special project (i.e. landscaping, painting) arranged by the Director of Volunteer Programs or Construction Coordinator. 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 with an adult with whom they arrive.

### Safety Equipment

#### Clothing

- Do not wear loose clothing.
- Restrain long hair.
- Remove loose jewelry, such as necklaces.
- 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 instructed.
- 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

### Housekeeping

- Remove nails from scrap lumber and stack it neatly in the designated piles. 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.
- 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.

### Extension Ladders

- Use the four-foot rule; for every four feet of height, move the bottom of the ladder one foot from the wall.
- Extend ladder at least 3 feet above the top of the landing.

## 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

- Do not use any power tool without the crew chief's approval.
- Check power tools for defective switches, cords, plugs, and proper grounding. Report any safety concerns to the supervisor.
- Use properly grounded power tools. All power tools should have three-pronged plugs.
- Unplug tools before repairing or replacing parts.
- Wear safety glasses when operating power tools.
- Do not remove any safety devices.
- Do not lower or carry a power tool by its cord.
- Do not use extension cords with frayed insulation.
- Clean tools daily or when a task is finished.

### 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.