

## Work Crew Safety Plan

### Introduction

Safety is everybody's concern and is always an important consideration at any construction site. Building construction can be on 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 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 tasks and advise him or her as to how such hazards can be minimized or eliminated. It is very 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 distractions.
4. Know where the first-aid kit is located and how to get emergency help. Report all injuries to the site supervisor.
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.
7. Take breaks every 2-3 hours and remember to drink water during the break.
8. Use sunscreen to protect against sun and wind.

### 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.
- Long sleeve cotton shirts and hats protect against sun and dust. Long jeans or knee length jean shorts are appropriate attire.
- Workers shall wear boots and thick-soled shoes at all times when on a construction site. Any worker wearing sandals or other types of inappropriate footwear shall 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 by a supervisor. Hard hats will be made available to workers on each job site at all times.
- Protective glasses will be available for 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.
- Each worker must wear a dust mask when installing, sanding or when instructed by a supervisor.
- Earplugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor. Earplugs are to be made available to workers on each job site at all times.

### **Clean Work Site**

- A clean work place 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.
- Clean up all rubbish and scrap materials from the build site throughout the day.
- Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire or other materials to accumulate on the work site.
- 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 materials have been properly secured.

### **Medical Care**

- If someone is injured on the job, contact your site supervisor immediately and summons any needed medical help.

Emergency Contact Numbers:

Medical Emergency – 911

Cheyenne Regional Medical Center – (307) 778.5500

Healthreach – (307) 635.3500

- You should also use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives.
- Always fill out an accident/injury report. Contact your site supervisor for assistance.
- Notify your site supervisor if you stop sweating, become dizzy or feel nauseous.

### **General Safety Precautions and Steps**

- When lifting objects, keep your back straight (perpendicular to the ground), bend your knees, and keep the object close to your body and lift. Avoid twisting your waist.
- Running on the build site is prohibited. Please be cautious of others as well as equipment by walking.
- Unplug electric tools before changing bits, blades, etc.
- Make sure blade guards are in place when operating power saws.
- Do not use electric tools if they are wet
- Do not carry electric tools by the cord or with your finger on the trigger.
- Avoid stepping on electrical power cords, especially in wet locations.

### **Use of a Ladder**

- Do not use boxes, blocks or chairs as ladders.
- Only one person is permitted on a ladder at a time.
- Always face the ladder and never sit on top of the ladder.
- Always remove tools and materials from the ladder before moving it to a new location.
- Always open a ladder fully before using it for any reason.
- Do not use ladders as work platforms; use scaffolding instead. Do not use aluminum ladders around electrical power lines.
- Rook work is strictly limited to individuals 18 years old and older.