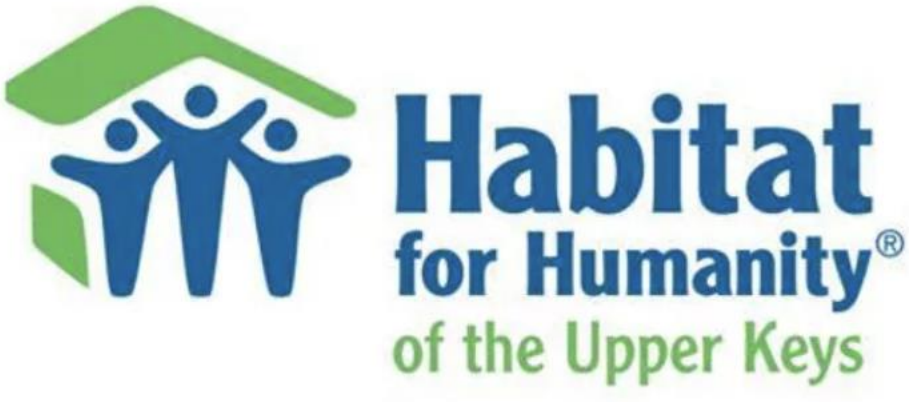


Affiliate Construction Safety Policy

Updated September 2020

Table of Contents

Construction Safety Policy

Habitat for Humanity of the Upper Keys has established this safety program in accordance with OSHA regulations and Habitat for Humanity International policies. It is our policy to provide a safe and healthful workplace for our employees and volunteers, to observe all state and federal laws and regulations, and to provide an environment as free as possible from recognized hazards. We have and will continue to maintain and implement a comprehensive employee and volunteer injury and illness prevention program, or IIPP.

In addition to this Construction Safety Policy, we will implement a site-specific health & safety plan for each project we undertake to be reviewed and approved by the Construction Committee.

Incident prevention is our goal. This safety program is designed to train our employees and volunteers to follow safe practices and to recognize and correct unsafe working conditions. We are always working towards improvement. Safety is a part of each employee and volunteers job description. Active participation and adherence to the IIPP is a condition of each employee's employment. No employee and volunteer is required to work at a job that he or she knows is not safe; therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions as well as the detection of unsafe work practices.

The main objectives of the Injury and Illness Prevention Program are:

· To protect people (employees, volunteers, and others), property, and the environment from potential hazards

· To provide a flexible, uniform policy of safety management consistent with the requirements of the government safety, health, and environmental regulations

· To establish and maintain an effective Injury and Illness Prevention Program involving all levels of the organization including managers, supervisors, and employees

· To cooperate and assist clients, customers, and others involved in the work area to maintain a safe and healthful workplace

It is our goal to completely eliminate accidents and injuries. Because of the many different hazards of our industry, we must maintain a constant safety awareness to achieve this goal.

If a job cannot be performed safely, it must not be done until it can be done safely.

The management of this organization is committed to providing employees and volunteers with a safe and healthful workplace. It is the policy of this organization that employees and volunteers report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees and volunteers must report all accidents, injuries, and unsafe conditions to staff.

Employee and volunteer recommendations to improve safety and health conditions will be given thorough consideration. Management will give true attention to, and provide the financial resources for, the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of:

- 1st violation - Verbal warning.
- 2nd violation - Written warning and removal from worksite.
- 3rd violation - Termination of employment or volunteer status.

Management reserves the right to terminate the employment of any employee at any time for violation of company policies.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express this organization's commitment to and involvement in providing our employees and volunteers a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization.

Compliance with these safe practices and those of any regulatory agency will be required of all employees and volunteers as a condition of continued employment and or ability to maintain a positive volunteer status.

Risk management

Although careful adherence to a comprehensive safety policy should minimize the number of construction site incidents, such incidents may still occur. In order to manage risks associated with construction site incidents, Habitat for Humanity of the Upper Keys should:

· Have a designated Habitat Competent Person on all active build sites.

· Maintain adequate insurance, including General Liability, Builders Risk, Volunteer Medical and Disability, and Director and Officer Liability.

· Use only licensed subcontractors and enter into a written agreement that provides protection to the affiliate for the subcontractor’s acts and omissions. Check references.

· Ensure that all subcontractors have adequate insurance, including General Liability and Workers Compensation. Require subcontractors to provide a certificate of insurance that names Habitat for Humanity of the Upper Keys as an additional insured.

· Require all volunteers to sign a release and waiver of liability before working on a Habitat construction site. Frequent volunteers should be asked to sign a release and waiver of liability at least annually. A copy of the standard Habitat waiver may be found here.

· Require all subcontractors who are donating services to sign a release and waiver before working on a project.

· Restrict the involvement of children on the work site, consistent with HFHI policy and federal and state regulations.

NOTE: All site supervisors and crew leaders should be trained in CPR and first aid, and an adequately stocked first-aid kit should be on the construction site at all times. The site supervisor should have emergency contact information for each worker on hand at the build site.

For additional risk management assistance relating to safety and other issues, contact HFHI's U.S. Safety Specialist at (800) 422-4828, ext. 5252, call the Affiliate Support Center at (877) 434-4435, or email USSupportCenter@habitat.org.

Affiliate insurance program/online safety training resources

HFHI has implemented an affiliate insurance program through Lockton Risk Services Inc. Lockton has more than 25 years of experience in program administration and an extensive background in the home-building industry. A separate website for the affiliate insurance program can be accessed at hfhaffiliateinsurance.com.

The Habitat affiliate insurance program website contains free resources on safety and loss control, including online safety training courses. The training materials can be accessed at hfhaffiliateinsurance.com.

LEGAL REQUIREMENTS

In addition to meeting Habitat construction safety standards, Habitat for Humanity of the Upper Keys must observe all applicable federal, state and local safety laws and regulations. Information on certain federal requirements can be found at the following websites:

· Occupational Safety and Health Administration (OSHA): osha.gov

· Child labor law requirements can be accessed from the Youth Rules website: dol.gov/whd/childlabor.htm · Child labor laws vary by state, visit

dol.gov/whd/contacts/state_of.htm to find information about where to learn your state's laws.

ALCOHOL, DRUGS & TOBACCO

DRUG-FREE WORKPLACE

The policy of the Company is to maintain a drug-free workplace. As a condition of continued employment, all Company employees must comply with this policy. The term "workplace" is defined as Company property, any Company sponsored activity, or any other site where the employee is performing work for the Company or representing the Company. The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer or cultivation of drugs, as defined above, in the workplace, as defined above. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, shall not be a violation of this policy.

Information regarding the availability of treatment programs, if any, such as assistance provided by Insperity's health care plan coverage or drug and alcohol abuse rehabilitation programs and the requirements for participation in drug and alcohol abuse education and training programs, may be requested by contacting your Insperity human resource specialist.

COMPLETE TOBACCO FREE POLICY

A tobacco-free environment helps create a safe and healthy workplace. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease and cancer. HFHUK recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. Our policy to provide a tobacco-free environment for all employees, volunteers and visitors is established to keep a safe and healthy workplace environment. This policy covers the smoking of any tobacco product and the use of oral tobacco products, "spit" tobacco and e-cigarettes, and it applies to employees, volunteers and non-employee visitors of Greater Fox Cities Habitat for Humanity.

No use of tobacco products including cigarettes and "spit tobacco" or e-cigarettes is permitted within the facilities, on the property, or on worksites of HFHUK at any time.

SAFETY PLAN

Purpose: HFHUK promotes a culture of Safety First where the physical, mental, and spiritual health of all its volunteers and staff is paramount.

HAZARD PREVENTION & CONTROL

- Heat and cold exposure - there are exposure minimums and maximums set and need to be strictly followed.
- Accidents - every accident and near miss must be reported and investigated by the staff person assigned to the location.
- First aid kits - first aid kits are available in every trailer, vehicle, warehouse, office and throughout the ReStores. They are to be well supplied and routinely checked for proper contents.
- First aid and CPR training - designated staff are required to attend, pass, and maintain current first aid and CPR certification.
- Emergency contacts - emergency contact info is clearly posted in the construction/safety manual binder, and at the Manager's desk at the ReStore.

SAFETY & HEALTH TRAINING

Construction Safety Talk and Training

Everyone must attend and then print and sign their name on the attendance sheet before they volunteer on- site.

Held every workday before work begins on the jobsite and as new volunteers arrive throughout the day.

Safety manual

A copy is available on all jobsites and online. It is available to all employees and volunteers.

All volunteers are given access to the on-line version of the safety manual and are required to read it before they volunteer.

Employees are given access to the on-line version of the safety manual and are required to read it.

Competent person

At least one member of the Construction staff has attended an OSHA 30-hour course or OSHA "competent person" training for:

- Scaffolding
- Fall protection and prevention
- Fire Protection and Prevention
- Stairway and Ladder
- Safety General Electrical Safety
- On-line Safety training
- Construction Manager required training

- Contractor Safety
- Defensive Driving - noncommercial vehicles
- Job Hazard Analysis
- Understanding the Safety Data Sheet
- Intro to OSHA and the General Safety Clause
- Good Housekeeping

Const. Supervisors required training

- Defensive Driving - noncommercial vehicles
- Job Hazard Analysis
- Fall Protection - construction
- Ladder Safety
- Understanding the Safety Data Sheet
- Hand Protection
- Slip, Trip & Falls -what a supervisor should know
- Portable Power Tool Safety
- Forklift Operator Safety
- Noise & Hearing Protection

Managers and Supervisors

- Conduct "Daily Safety Meeting" prior to the start of each workday and again as volunteers arrive throughout the day. Attendance is required by all volunteers and employees on-site.
- All volunteers and employees in attendance must read and understand the "daily safety training sheet." They must also provide their printed name and signature on the "daily safety training sheet."
- Ensure workers are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally, conduct regular inspections of the workplace.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner.
- Investigate all incidents and take immediate corrective action to prevent re-occurrence.

Employees / Volunteers

- Must follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask the staff person assigned to the location.
- Must immediately report all unsafe work practices, equipment, tools, near misses and all injuries to the staff person assigned to the location.
- This includes reporting unsafe behavior of other workers (employees and volunteers), if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices that this affiliate has established.

Age Restrictions for Volunteers:

Under age 14: Persons under the age of 14 are not permitted on Habitat for Humanity work sites while construction work is taking place.

Ages 14 & 15: Individuals aged 14 and 15 can do limited work on a Habitat worksite. They can paint or landscape but should not be on site when construction is going on. They must also be supervised on a 1 adult-to-1 youth ratio and have their registration form signed by a parent or guardian.

Ages 16 & 17: Individuals ages 16 and 17 can do general construction, but cannot help with excavation, demolition, use of power tools, or work at heights above 6 feet or on the roof. They can help with general carpentry. They must also be supervised on a 1 adult-to-3 youth ratio and have their registration form signed by a parent or guardian.

Note: Exceptions to this policy can be made only when approved by the HFH Executive Director. Exceptions may include school, church, or service groups using their own insurance.

There are no restrictions for persons 18 years or older.

Contractor-subcontractor

Purpose

The purpose of this program is to ensure that we verify our subcontractors' competencies and establish oversight methods and monitoring of their work in order to ensure that it is safe and environmentally compliant at all times.

Scope

This program applies to all Habitat for Humanity of the Upper Keys locations that use subcontractors.

General requirements

The use of subcontractors must be preapproved by HFHUK. Subcontractors will be prequalified by reviewing their safety programs, safety training documents and safety statistics.

Subcontractor relations requirements

COMPETENCY REQUIREMENTS

Subcontractors must be competent and capable of performing their assigned duties in a safe and environmentally sound manner. A verification process must be conducted to ensure this. The HFHUK preapproval of the subcontractor per the subcontractor management plan before any work may be performed by the subcontractor. This includes a review of the subcontractor's safety history, safety program, insurance, etc.

Subcontractors must have the appropriate licenses, registrations and insurance to complete their work. A verification process must be completed to ensure that on-site

subcontractors have the appropriate licenses, registrations and insurance to complete their work. The scope of work for the subcontractor will include a list of documentation required to meet regulatory and client requirements appropriate to the subcontracted work. The HFHUK manager hiring any subcontractor is accountable for obtaining, verifying and keeping copies of all required and appropriate documentation before the subcontractor may begin any work.

COMMUNICATIONS REQUIREMENTS

Before any work begins, HFHUK and any subcontractor will establish clear lines of communication, including an effective reporting relationship. The aim of this process is to improve health and safety performance by facilitating the interface of HFHUK activities with those of the client, other contractors and subcontractors. Prework or project kickoff meetings shall be held before work starts and be documented to ensure the subcontractor is completely aware of the reporting and communications requirements between HFHUK, its client and the subcontractor.

HFHUK and any subcontractor must define clear roles and responsibilities before any work begins. Aligning the various interests and areas of responsibility requires good working relationships among the client, contractors and subcontractors. This is particularly true if the subcontractor activities are difficult to monitor (e.g., distributed work groups, remote locations, transportation). The roles and responsibilities of HFHUK, its client and the subcontractor will be included and documented in the prework meeting.

EMERGENCY PLANNING

Before any work begins, HFHUK and any subcontractor will establish an emergency action plan and communicates the emergency response procedures and capabilities. HFHUK should contact all subcontractors to ensure their roles in emergency response plans are known. Subcontractors must follow emergency planning requirements for any HFHUK client location.

Oversight

An appropriate level of oversight and monitoring must be put in place to verify subcontractor performance for the life of the contract. HFHUK should periodically review the health and safety performance of all subcontractors and verify compliance with regulatory and work-specific requirements, safety key performance indicators and other agreed-upon requirements.

HFHUK and each subcontractor shall meet no less frequently than every three months and at the end of the project to formally evaluate the subcontractor’s regulatory and work-specific compliance and performance. The meeting shall be documented, and if the client wishes to attend, an invitation will be sent to the appropriate client representative.

In addition, subcontractors are required to follow or implement the work practices and systems described below while performing work at HFHUK or client work sites:

· Attend all safety orientations, included in any pre-job meeting or kickoff meeting provided by HFHUK or client.

· Monitor its employees for substance abuse and report nonconformities to HFHUK.

· Be included in HFHUK tailgate safety meetings, job safety analysis or hazard assessments, and on-the-job safety inspections.

· Perform a pre-job safety inspection that includes equipment.

· Report all injuries, spills, property damage incidents and near misses.

· Comply with HFHUK and client safety and environment rules, policies, guidelines or procedures.

· Implement HFHUK safety practices and processes as applicable.

· Clean up and restore the work site after the job is over.

· Ensure compliance with regulations at all times.

Responsibility

HFHUK responsibilities

Habitat for Humanity International and HFHUK are committed to providing a safe and healthful construction site for volunteers, staff members and outside contractors. HFHI's safety goal for its affiliates is zero accidents. To achieve this goal, it is incumbent upon HFHUK to make safety a primary focus of our operations and to build a safety culture from within.

This safety policies and procedures manual is designed to help HFHUK maintain a consistent approach to safety. By implementing these guidelines, our affiliate should experience better safety results, a safer workplace, and more effective and productive operations.

Specific safety responsibilities of the affiliate and construction staff and volunteers

HABITAT COMPETENT PERSON RESPONSIBILITIES

A Habitat Competent Person can be defined as "one who is capable of identifying existing and predictable hazards on a HFHUK construction site that are unsanitary, hazardous or

dangerous to affiliate staff members and volunteers; who has authorization by the local Habitat affiliate to take prompt corrective measures to eliminate them; and who has the leadership and communication skills needed to lead an organized and safe construction site."

By way of the Habitat Competent Person safety training, a Habitat Competent Person is knowledgeable of applicable OSHA standard and Habitat policies, procedures and best practices; is capable of identifying construction site hazards relating to volunteer management; has the authority to correct them; and has the leadership and communication skills to manage volunteers and the construction site safely.

The Competent Person must be present:

· On all active build sites.
· When scaffolding, wall jacks, center plank brackets, ladder jacks and planks are being set up.
· To perform a daily inspection before scaffolding, wall jacks, center plank brackets, ladder jacks and planks are used for the day.
· When anyone is using fall protection.
· To give the fall protection safety talk.
· To inspect that safety harnesses are being worn correctly.
· To inspect the placement and securing of all anchor points.
· When the stairwell safety cover is being installed.

SITE SUPERVISOR RESPONSIBILITIES

Each site supervisor should:

· Monitor the work site's safety status by personally conducting daily safety inspection for the work site and initiating needed correction actions.

· Become certified as an on-site "Habitat Competent Person" in all high-hazard areas according to OSHA's standards; see areas noted by CFR 1926: osha.gov/SLTC/competentperson/index.html. n Contact your HFHI U.S. Safety Specialist for more details: dhartle@habitat.org

· Participate in all safety training offered by the affiliate, including any available online safety training modules offered by Lockton Affinity: hfhaffiliateinsurance.com.

· Monitor the safety performance of all subcontractors to ensure compliance with the affiliate's safety standards and OSHA's regulations.

See "Multi-Employer Worksite" for your responsibilities: osha.gov/doc/outreachtraining/htmlfiles/multi.html.

· Post the emergency action plan general information, which includes but is not limited to the following information:

- All local emergency phone numbers (911 is not always available).

- List the work site address.

- Severe weather plans.

- Fire evacuation plans.

- Additional plans deemed necessary by your construction committee.

· Receive CPR and first aid training, and keep all cards current to date.

· Ensure that an adequately stocked first-aid kit is on site.

· Maintain a current Material Safety Data Sheet binder for all workers to review as necessary for the safe handling of chemicals.

· Set a good example: Comply with all safety rules and regulations — NO EXCEPTIONS!

CREW LEADER RESPONSIBILITIES

· Maintain a safe and secure work area.
· Receive adequate safety training according to OSHA regulation requirements. At a minimum, receive a “general awareness” level of training.
· Participate in all safety training offered by the affiliate, including any available online safety training modules offered by Lockton Affinity: hfhaffiliateinsurance.com.
· Conduct on-site safety training for volunteers in his or her crew, with particular emphasis on the top safety risks relevant to the day’s work.
· Know the emergency telephone numbers to call in case of fire or an accident (911 service is not available everywhere and can be temporarily out of service). Know the location of the emergency action plan.
· Know the work site address.
· Enforce safety rules and regulations among volunteers. Constantly reinforce the importance of the safety rules and regulations.
· Receive CPR and first aid training and remain current on card expiration dates.
· Set a good example: Comply with all safety rules and regulations.

VOLUNTEER RESPONSIBILITIES

Each volunteer should:

· Review safety materials provided by the affiliate.

· Participate in all safety training offered by the affiliate, including any available online safety training modules offered by Lockton Affinity: hfhaffiliateinsurance.com.
· Comply with all safety rules and regulations.
· Engage in activities appropriate to his or her skills, abilities and fitness level.
· Report all accidents and injuries immediately to the supervisor in charge.
· Obtain the proper tools and personal protective equipment for the job at hand.
· Report all unsafe conditions and acts to the supervisor in charge.
· Know the emergency telephone numbers to call in case of fire or an accident (911 may not be available at time of need). Know the location of the emergency action plan.
· Provide current emergency contact information to the designated affiliate staff member at the beginning of the workday.
· Complete the work release waiver for the affiliate before entering the project site.
· Help maintain a safe and clean work area.

WORKSITE ANALYSIS

- All work areas and job sites need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. These inspections are to be conducted by the staff person assigned to the location. Each inspection may not be required to be formal (written) although regular written completed inspections may be asked for by the safety managers.
- The safety manager will approve the purchase of new equipment or tools, or the reworking or retrofitting of workstations or equipment to ensure safety and health is taken into consideration.
- If approached by workers who appear to have a true concern regarding a safety or health issue, the staff person assigned to the location needs to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. The staff person assigned to the location will complete this investigation. Safety Managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns so as to prevent further incidents.

HAZARD PREVENTION AND CONTROL

- Safe work practices will be developed, and workers will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE (safety glasses, gloves, hearing protection, fall protection) will be provided as necessary, and its use enforced by staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at the "Daily Safety Meeting."

FIRST AID AND MEDICAL ASSISTANCE

There will be adequate first aid supplies and/or an adequate first aid kit available at each workplace. Employees and/or volunteers who receive work related injuries or illnesses will be given immediate attention in regard to the nature of their injury or illness.

ACCIDENTS, INJURIES & NEAR MISSES

Accident investigation

The employee's supervisor and safety manager are responsible for performing an investigation to determine and correct the causes of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

· Interviewing injured personnel and witnesses.

· Examining the injured employee's workstation for causative factors.

· Reviewing established procedures to ensure they are adequate and were followed.

· Reviewing training records of affected employees.

· Determining all contributing causes of the accident.

· Taking corrective actions to prevent the accident/exposure from reoccurring.

· Recording the findings, the corrective actions taken, and the date the corrective actions were taken.

Investigation reports will include recommendations for corrective actions if necessary, to prevent the accident or exposure from reoccurring. HFHUK will review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit suggestions to management for the prevention of future incidents.

Injury reporting

· Employees who are injured at work must report the injury immediately to their supervisor.

· The supervisor of the injured employee must work with the safety manager to ensure that the "Employer's Report of Occupational Injury or Illness" and a "Workers' Compensation Claim Form" are completed properly and submitted.

· If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may

stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Serious injury reporting

OSHA requires that every employer immediately send a report of any serious injury, illness or death of an employee — if it occurs in a place of employment or is connected with any employment — to the nearest district office of the Division of Occupational Safety and Health.

Basic reporting requirements

· Within eight hours after the death of any employee as a result of a work-related incident, you must report the fatality to the Occupational Safety and Health Administration, U.S. Department of Labor.

· Within twenty-four hours after the inpatient hospitalization of one or more employees or an employee's amputation or loss of an eye as a result of a work-related incident, you must report the injury to OSHA.

· You must report the fatality, inpatient hospitalization, amputation or loss of an eye using one of the following methods:

- By telephone or in person to the OSHA area office that is nearest to the site of the incident.
- By telephone to the OSHA toll-free central telephone number: (800) 321-OSHA ((800) 321-6742).
- By electronic submission using the reporting application located on OSHA's public website at osha.gov/pls/ser/serform.html.

Training and instruction

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices provided before or at the time of initial job assignment. Training and instruction shall be provided as follows:

Training and instruction shall be provided:

· To all employees when the program is first established.

· To all new employees.

· To all employees given new job assignments for which training has not previously been received.

· Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

· Whenever the employer is made aware of a new or previously unrecognized hazard.

· For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Workplace safety and health training practices include, but are not limited to, the following:

· Explanation of the HFHUK IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, unsafe work practices, and injuries.

· Use of appropriate clothing, including gloves, footwear and personal protective equipment.

· Information about chemical hazards to which employees could be exposed and other hazard communication program information.

· Availability of toilet, handwashing and drinking water facilities.

· Provisions for medical services and first aid, including emergency procedures.

Training on the Code of Safe Practices will be provided. When workers are first employed, they shall be given instructions regarding the hazards and safety precautions applicable to the type of work in question and directed to read and follow the Code of Safe Practices.

Ensure that appropriate training records are maintained

· Employee training, inspection reports and corrective actions resulting from inspections shall be recorded and maintained for one year.

Training documentation requirements of employee's training records

· Documentation of safety and health training required for each employee shall be maintained for at least one year, including employee name or other identifier, training dates, types of training, and training providers.

· Records of "toolbox" or "tailgate" safety meetings or equivalents are maintained. Documentation of safety and health training required for each employee, including employee name or other identifier, training dates, types of training and training providers shall be maintained for at least one year.

Accident/Injury/Near Miss Report Form

The accident/injury/near miss report form must be filled out by the staff person assigned to the location immediately after:

- Everyone involved in the accident is safe and cared for.
- The accident area has been made safe.
- 911 has been called (if needed).
- If staff person assigned to the site is not present, they will need to be called by the site leader.
- The site leader then can fill out the accident/injury/near miss report if the staff person determines

  that their presence at the accident site is not needed.

Refusal of Treatment for Injury

• If someone is injured and refuses treatment, they must fill out a "Refusal of Treatment Injury Form."

Witness Reports

Have all witnesses fill out witness reports.

Accident/Injury/Near Miss Investigation Procedures

The staff person assigned to the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. The staff person assigned to the location needs to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees and/or volunteers, or damage to equipment, property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

All accident/injury, incident investigation and witness report forms are located for the:

- ReStore - at manager's desk.
- Construction - in Site Support materials.

The accident/injury, incident investigation and witness reports must be submitted to the safety managers within 48 hours after the incident.

RECORD KEEPING PROCEDURES

This affiliate will control and maintain all employee/volunteer accident and injury records. Records are maintained for a minimum of seven (7) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations.

The following will be included in the record keeping process:

- Accident/Injury Report Form
- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins before you report to the work site.

- Each employee and volunteer will have access to a copy of the safety manual for review and future reference.
- Staff assigned to the location should question workers and should answer their questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. They are responsible to inform all workers that compliance with the safe work practices is required.

EMERGENCY PROCEDURES

EMERGENCY RESOURCES

Ambulance	911
Poison Control Center	(800) 222-1222
Hospital (Mariners)	305-434-3000
Police (Monroe County Sherriff's Office)	305-289-2371
Monroe County Fire Rescue	305-289-6088
Islamorada Fire Department	305-664-6490
Key Largo Fire District	305-451-2700
US Coast Guard	(305) 292-8779
Executive Director	(305) 433-1022

For urgent medical situations, immediately call the ambulance at 911. Do not give the injured victim anything to eat or drink.

Accident when an ambulance is needed

- Assign someone to call 911.
- Move everyone not attending to the injured person/s to the assigned safe location.
- Assign a person/s to direct the ambulance in from the nearest cross street/s.

Fire Safety

If there is a fire:

- Move everyone to the assigned safe location. Assign someone to call 911 from the safe location. Take attendance.
- Assign a person/s to direct the fire trucks in from the nearest cross street/s.

Do Not Fight the Fire!

- HfHUK has a policy that no one is to fight any fire at/on property, vehicles, trailers and generators that are owned, leased or rented by this affiliate.
- Only persons that have been through "Fire Extinguisher Training" are allowed to use fire extinguishers.
- To ensure everyone's safety we will let the fire department do the firefighting.

Habitat for Humanity workplace visitors

3.1. General requirements

HFHUK has a policy concerning visitors to the workplace. These policies protect not only visitors, but also the safety and security of our workplace and workforce.

Definitions:

· “Visitor” includes personal visitors, such as family members, and also students, patients, customers, vendors or professional colleagues.

A person or group who accesses HFHUK property and:

· Does not normally report to that location for work.

· Delivers goods and services to the project site.

· Participates in site tours.

· “Workplace” refers to all HFHUK facilities that may be used as classrooms, job sites, ReStore, warehouse or offices, along with any other spaces used in carrying out HFHUK’s threefold mission of teaching, research and service.

· “Personal safety hazards” that may exist in HFHUK workplaces include both physical and material hazards (chemical, radioactive, biological) related to the functions of the various working environments at HFHUK.

Responsibility for policy and procedures

HFHUK employees are responsible for developing and implementing appropriate and reasonable restrictions on visitor access insofar as it is necessary to:

· Protect the health and safety of occupants and of visitors to HFHUK workplaces.

· Protect the confidentiality of data and information that may relate to students, patients, employees and others served by the HFHUK community.

· Minimize activity that might detract from the productivity and effectiveness of HFHUK faculty and staff members in the workplace.

· Maintain the security of HFHUK property and resources.

· Such restrictions may provide for limitations on access, frequency and duration of visits and must provide for appropriate supervision of all workplace visitors. Some visitors may require close and ongoing supervision, particularly in areas with known hazards. Unit-based policies may vary in the degree of restriction because of the nature of the local workplace but will consistently maintain the protections specified above.

For example, visitors should not be brought to areas where hazardous equipment, materials or activities are present (e.g., laboratories, studios), except for conducting HFHUK business and only when using appropriate safety precautions. Colleagues, prospective students and students from primary and secondary schools may enter these areas as part of educational programs or for academic, scholarly, artistic or research purposes, but they must be fully supervised during their visit. Full supervision of visitors in areas with known hazards requires the undivided attention of the supervisors to the visitors, and visits should be limited in frequency and duration.

Visitors brought into areas that do not normally entail hazards beyond those usually encountered in public spaces (e.g., administrative offices, libraries, lecture classrooms) should be supervised at a level that is necessary and sufficient to ensure both the safety of the occupants and the visitors. Even these visits should be limited insofar as it is necessary to assure that the quality and quantity of work being carried out by all employees and students in the area are not compromised, and that the quality and integrity of all HFHUK data, services and resources are maintained.

Questions or concerns regarding specific visitors or the applications of the policy should be directed to the administrative official responsible for the unit.

Method/practice

Hazard identification

· Each registration unit shall identify potential hazards and associated risk relevant to its facilities and work sites.

· Visitor access and controls shall be based on the level of risk and security protocols. This shall include personal protective equipment requirements.

Control methods

· Controls shall be in place, where reasonably practicable, to ensure that visitors are not exposed to unacceptable risk. This includes restricting access through fencing, locked doors, marked walkways, alarms and security measures.

· Other controls include orientation, tour guides, accounting for visitors while on premises, and appropriate signage.

Orientation

An orientation commensurate to the level of risk shall be conducted prior to accessing controlled areas.

· Unaccompanied visitors shall be orientated to restricted areas, PPE requirements, site hazards, facility safety rules and the emergency plan.

· Accompanied visitors shall remain with the guide at all times. A review of the emergency plan and PPE shall be done with the visitor.

Personal protective equipment

Personal protective equipment, or PPE, shall be in compliance with the HFHUK personal protective equipment policy and supporting standards.

Sample visitor policy

No visitors are allowed in our workplace or on company property unless authorized by a department manager. All requests for permission for nonemployees to enter company property must be made at the front office.

Employees who wish to visit the workplace for any reason during hours or shifts when they are not assigned to work must also have the permission of a department manager. Applications for such visits must be made at the front office.

Visitors must wear a visitor’s pass on the jacket or shirt pocket to display that the individual is an authorized visitor.

Supervisors are to challenge strangers in the plant who do not display the visitor’s pass to determine their authority for access to our facility. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the front office.

Emergency action plan

Notification

The person first encountering the emergency condition should notify the telephone operator and give the LOCATION and DESCRIPTION of the emergency. (See the “Site Emergency Phone List”) Upon verification of the need to evacuate the facility, the evacuation alarm will be sounded.

Alarm and emergency communication

Each emergency action plan for HFHUK shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of emergency notification should be identified and reviewed with workers before commencing work activities.

JOB SPECIFIC TRAINING

Construction staff:

Competent person or OSHA 30-hour -for Construction training course First aid, AED and CPR certification

Staff person assigned to the location:

- Will initially train workers on how to perform assigned job tasks safely.
- Will carefully review with each worker any specific safe work practices, policies, and procedures that are applicable.
- Will observe workers performing their work. If necessary, they will provide a demonstration

  using safe work practices, or remedial instruction to correct training deficiencies before the worker is permitted to do the work without supervision.

Periodic Retraining of Employees / Volunteers

All employees and volunteers will be retrained periodically on safe work practices, policies and procedures, and when changes are made to the written safety program.

If necessary, individual employees and volunteers will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when employees and/or volunteers are observed displaying unsafe acts, practices, or behaviors.

GENERAL SAFETY RULES FOR CONSTRUCTION

- Habitat is a smoke free workplace. Smoking and other tobacco related products are not allowed within the property lines of any property, trailers and/or vehicles that Habitat owns, rents or leases.
- Use good housekeeping skills to help prevent trip hazards. All floors must be maintained free of materials that could create a trip hazard.
- Watch your step at all times.

- Obey all posted safety and danger signs.
- No open toed shoes, sandals, dangling jewelry or loose clothing allowed on construction sites.
- Seek first aid immediately if you are injured.
- Report all injuries and near-misses to staff person assigned to the site, no matter how small of an injury. Report illnesses too.
- Do not block your view by carrying large or bulky items; get assistance from a co-worker.
- Stand clear of floor openings and notify site leader immediately if guardrails or covers are removed or displaced.
- Drink plenty of water throughout the day.
- Use sunscreen when possible to prevent sunburn when working outside.
- Stop working outdoors and seek shelter during lightning storms.
- Follow all other rules that are specific in nature that are located within this document.
- Maintain good housekeeping practices.

Habitat for Humanity personal protective equipment

Purpose

The purpose of the personal protective equipment section is to set forth the procedures for the use, care and maintenance of personal protective equipment that employees are required to use to prevent injuries.

Scope

Applies to all HFHUK employees and volunteers. When work is performed on a site not owned or operated by HFHUK, the operator's program shall take precedence, but this document covers HFHUK employees, volunteers and contractors and shall be used on owned premises or when an operator's program doesn't exist or is less stringent.

Key responsibilities

Manager

· Assists in the selection of appropriate PPE. If a task exposes an employee to hazards that cannot be eliminated through engineering or administrative controls, the health safety and environment manager assists the supervisor and project manager in identifying and selecting PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fit, comfort and suitability of the PPE being selected. Employees are provided reasons for the selection of PPE.

· Assists supervisor and site managers in assuring that all obtained PPE meets regulations and this procedure's requirements.

· Performs work site hazard assessments. The hazard assessment must indicate a determination whether hazards that necessitate the use of PPE are present or are likely to be present. Sources of hazards include but are not limited to hazards from impact/motion,

high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards and workplace layout.

· Certifies in writing the tasks evaluated, hazards found, and PPE required to protect employees against hazards and ensures exposed employees are made aware of hazards and required PPE before they are assigned to the hazardous task. The certificate shall include certifier's name, signature, dates and identification of assessment documents.

Managers and supervisors

· Regularly monitor employees for correct use and care of PPE and obtain follow-up training if required to ensure each employee has adequate skill, knowledge and ability to use PPE.

· Enforce PPE safety rules, following the guidance of the [AFFILIATE NAME] progressive disciplinary procedures, and ensure the required PPE poster is displayed properly.

Employees

· Comply with the correct use and care of PPE.

· Report changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.

· Report and replace defective or damaged PPE, which shall not be used.

· Wear required PPE — this is a condition of employment.

Procedure

General

Protective equipment, including personal protective equipment for eyes, face, head and extremities; protective clothing; respiratory devices; and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary because of hazards of processes or environment, chemical hazards, radiological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Employee- and volunteer-owned equipment is NOT permitted, except for safety toe footwear and prescription safety glasses, personal tool belts and knee pads. HFHUK is still responsible for the assurance of its adequacy, maintenance and sanitation of those two items.

All PPE issued shall be at no cost to the employee. All employees will know and follow the procedures outlined in this program.

SAFETY GLASSES

- Safety glasses (ANSI Z87.1+) are required to be worn by everyone:
  - On an active construction worksite
  - Everyone on the site - staff, volunteer, visitor and/or contractor
- If prescription eyewear is worn it must meet ANSI Z87.1+ standards and have side shields in place.
- • If prescription eyewear does not meet ANSI Z87.1+ standards, then safety glasses that do meet those standards must be worn over the prescription glasses.

HEARING PROTECTION

- Wear hearing protection in work areas posted as "Hearing Protection Required" or when staff says that you should use it.
- Store hearing protection in a clean and sanitary location.

GLOVES

- The requirement to wear gloves will depend on the task you are performing. The staff person assigned to the job-site will determine, based on the task, if gloves will be required to be worn.
- If you choose to wear gloves, even if they are not required, is acceptable. Make sure the gloves fit tight to your hands (almost like a second skin). "Mechanics" type and gloves with a Nitrile, Vinyl or Latex coating are acceptable.

Habitat for Humanity respiratory protection program

Purpose

It is the intention of HFHUK to provide a respirator protection program that meets or exceeds all federal standards. HFHUK will attempt to engineer potential harmful vapors and oxygen-deficient atmosphere exposure hazards out of the work environment. If engineering control measures are not feasible or emergency situations with high exposure occur, then respirators that are applicable and suitable for purpose intended shall be provided.

DUST MASKS

- Dust masks are not required.
- They are available to those who wish to use them.

WEATHER RELATED EXPOSURE

Heat/Sun Exposure

- The "Heat Index” is the combination of air temperature and relative humidity.
- Staff person assigned to the location has access to the current heat index and they will monitor it.
- When the "heat index" is edging into the low 90's 0 P more breaks are recommended.
- Site support is to be delivering water to everyone and ensure they are drinking it.
- Volunteers have the option to not work in the heat (going home) if they choose.
- Once the heat index reaches 94 °P or higher, we need to shut the sites down. At this point the risks of having someone suffer from heat exhaustion or heat stroke is much greater.
- If there is work that can be done completely in shaded area the workday may go on for those in the shade. No one else is to be working out of the protection of the shade.

Heat exhaustion warning signs

Heat exhaustion happens when your body gets too hot. It can be caused by physical exercise or hot weather. You may experience:

- Heavy sweating
- Peeling weak and/or confused
- Dizziness
- Nausea
- Headache
- Past heartbeat
- Dark-colored urine, which indicates dehydration

If you think you have heat exhaustion:

- Get out of the heat quickly.
- Rest in a building that has air-conditioning. If you can't get inside, find a cool, shady place.
- Drink plenty of water or other fluids. Do NOT drink alcohol or caffeinated drinks (such as soda). These can make heat exhaustion worse.
- Take a cool shower or bath or apply cool water to your skin.
- Take off any tight or unnecessary clothing.

GENERAL HOUSEKEEPING

Slips & trips are our #1 reported injury on-site. Please follow all the rules below so we can limit slips & trips from happening.

- Do not place material such as boxes or trash in walkways and passageways.
- Do not store or leave items on stairways.
- Run electrical cords out of walkways and make sure they lay flat to reduce tripping hazards.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment.
- Return tools to their storage places after use.
- When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.
- Use caution signs or cones to warn everyone that it may be slippery or icy in areas such as floors, walkways, sidewalks and driveways.
- Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning.
- Keep lumber piles and materials neat and orderly.
- Securely cover all lumber and materials to protect them from the weather and theft.

HAND TOOL SAFETY

Habitat for Humanity hand and portable power tools

Policy

The purpose of this program is to provide establish requirements for the safe operation of hand and power tools and other portable tools, including proper guarding. All hand and power tools shall be maintained in a safe condition.

HFHUK shall ensure that all hand tools are used properly, safely and in accordance with all manufacturer's guidelines.

General Precautions

- Inspect every tool you will use before you use it.
- Worn, damaged or defective tools need to be taken "Out of Service" immediately and not used. Remove them from the area and give to staff for service or disposal.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use impact tools such as chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears or other cutting tools, cut in a direction away from your body.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Minimize carrying tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
- Do not throw tools from one location to another, from one employee to another, or from scaffolds or other elevated platforms.
- Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Hammers

- Use a claw hammer for pulling nails.
- Do not strike nails or other objects with the cheek of the hammer.
- Do not use a hammer if your hands are oily, greasy or wet.
- Do not use a hammer if the handle becomes damaged or cracked.

Knives (Utility) Sharp Instruments!

• When handling knife blades, utility knives and other cutting tools, direct sharp points and edges away from you.

- Cut in the direction away from your body when using knives.
- Use a knife that has a sharp blade; do not use a knife that has a dull blade.
- Do not use honing steels that do not have disc guards.

- Do not use knives that have broken or loose handles.
- Do not pick up knives by their blades.
- Carry knives with their tips pointed toward the floor.
- Do not attempt to catch a falling knife.
- When opening, cartons use the safety box cutters. Do not cut with the blade extended beyond the guard.

Screwdrivers

- Always match the size and type of screwdriver blade to fit the head of the screw.
- Do not force a screwdriver by using a hammer or pliers on it.
- Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
- Use a screwdriver that has an insulated handle for electrical work.
- Use a drill, nail, or an awl to make a starting hole for screws.
- Do not carry a screwdriver in your pocket.
- Do not use a screwdriver if your hands are wet, oily or greasy.

Wrenches

- Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.
- Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
- When using an adjustable wrench, tum the wrench so that the fixed jaw, not the adjustable jaw, provides positive pressure in the item to be turned.
- Do not slip a pipe over a single-head wrench handle for increased leverage.
- Size the adjustable wrench to fit the nut before turning.
- Do not use a wrench with broken or battered points.

Pliers

- Do not use pliers as a wrench or a hammer.
- Do not slip a pipe over the handles of pliers to increase leverage.
- Do not use pliers that are cracked, broken or sprung.

Chisels

- Use a chisel that has been sharpened; do not use a chisel that has a dull cutting edge.
- Hold a chisel by using a tool holder if possible.
- Clamp small work pieces in the vise and chip toward the stationary jaw when you are working with a chisel.

Hacksaws

- When cutting sheet metal, use strong steady strokes directed away from your body.
- Use the entire length of the blade in each stroke.

Hand Saws (ripsaw)

• Hold the ripsaw at a 60-degree angle with the board; hold the crosscut saw at a 40-degree angle.

- Pull upward until the blade bites.
- Once the work is started with a partial cut, remove your fingers and thumb from the saw blade, then set the saw to your desired angle.
- Keep control of the saw by releasing downward pressure at the end of the stroke.
- Do not use an adjustable blade saw such as a hacksaw, coping saw or keyhole saw if the blade is not taut.
- Do not use a saw that has a dull saw blade.
- Do not carry a saw by the blade.

Vises

- When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse or box.
- Position the work piece in the vise so that the entire face of the jaw supports the work piece.
- Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
- Do not slip a pipe over the handle of a vise to gain extra leverage.
- Use appropriate Personal Protective Equipment (PPE) (i.e., proper gloves, eyewear, etc.)

ELECTRICAL

Electrical Cords

- Inspect every cord you will use before you use it. Remove them from the area and give to staff for service or disposal.
- Use only 3-wire type cords that are rated "heavy duty".
- All cords must be 14 AWG or greater in size (preferably 12 AWG).
- Inspect the cord for defects before use.
- Do not use cords that have splices, exposed wires or cracked, frayed ends or bad strain relief on either end of the plug caps.
- Tag any worn, damaged or defective cords as "Out of Service" and do not use them. Remove them from the area and give to staff for service or disposal.
- Do not remove the ground prong from electrical cords. Ground pin must be continuously connected and in good working condition.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Use approved 3-way power splitters only when necessary.
- Keep cords out of water and out of direct walkways.
- Do not suspend cords by any form of metal (i.e. nails, wire, etc.).
- ALL cords must be used on a Ground Fault Circuit Interrupter (GFCI); either on a GFCI circuit breaker, external GFCI or GFCI 3-way plug.
- Keep cords protected from pinch points (i.e. doorways, windows, driveways, etc.). Use blocking to protect the cords from pinch points.

Electrically Powered Equipment & Tools (general safety)

- Inspect every tool you will use before you use it.
- Ensure the protective guards are in place and working properly.
- Do not use electrical power equipment or tools on which you have not been trained.
- Keep power cords away from the path of work.
- Do not use cords that have splices, exposed wires, or cracked, frayed ends or bad strain reliefs.

- Do not carry plugged-in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Tum the power switch of the tool to "Off' before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools or appliances when your hands are wet or when you are standing on wet floors.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" nor in an explosive atmosphere such as paint spray finishing areas.
- Turn the power switch of electrical tools to "Off' and then unplug from the outlet before attempting repairs or service work.
- If a tool cannot be repaired on-site give it to a staff person and they will take it "Out of Service."
- Do not use extension cords or other three-pronged power cords that have a missing prong. NOTE: some tools are considered "double insulated" and do not contain a ground pin. Look on the UL Label for the words "double insulated" or look for a Square with a capital D which stands for double insulated.
- Do not remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- When extension cords need to run through doorways, through holes in ceilings, walls, floors or on stairwells make sure they:
    - Are clearly visible by everyone.
    - Run so that they do not need to be stepped on or over.
    - Do not create a tripping hazard.

- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
- Do not use a power hand tool while wearing wet gloves of any type.
- Do not drive over, drag, step on or place objects on a cord.
  Do not use a power hand tool to cut wet building materials or in wet locations.
- Do not use an electrical tool if its housing is cracked.
- Do not use electrical tools while working from a metal ladder unless the ladder has rubber feet.

TOOL & EQUIPMENT QUICK CARDS

Use these as a guide to help you inspect tools & equipment prior to use. They are located hanging in each trailer (in most cases, by the back door) and by the main entry door of the warehouse.

POWER TOOLS

Safety info for all types of power saws

- Only trained workers are allowed to use any type of power saw.
- Inspect every tool you will use before you use it.
- Do not use power saws on which you have not been trained.
- Do not wear loose clothing or jewelry.
- Always disconnect the power source before performing any work or adjustments to the saw and or blade.
- Clean any residue from the blade or cutting head before making a new cut with the power saw.

- Do not use a power saw that has a cracked, broken or loose guard, or other visible damage.
- Remove all nails from the stock before using the power saw to cut the stock.
- Do not make measurements to the stock while the power saw is running. Make the measurements before turning the power switch to the "On" position.
- Keep your hands away from the exposed blade.
- Never let your hand, finger or thumb cross the cutting line.
- When using the power saw, do not hold the work piece against your body when making the cut.
- Operate the saw at full cutting speed.
- Do not alter the anti-kickback device or blade guard.
- Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
- When using the power saw, do not reach across the cutting operation.
- Cut away from your body and below your shoulder level when using a power saw.
- Use the pusher stick to guide materials through the power saw when cutting short stock.
- Tum the power switch of the saw to the "Off' position and allow the blade to stop before attempting to pull out an incomplete cut.
- Do not feed the material faster than the power saw can cut it.
- The wearing of hearing protection is recommended.

Chop (Miter) Saws

- Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
- Allow the saw to return to its stored position before removing the cut material from the table.
- Lay the material squarely and solidly down against the table and the fence before sawing it.
- Use a clamp to secure cylindrical materials to the saw "table" before cutting it.
- Keep hands at least 6" away from blade when cutting.
- Disconnect the plug from the power supply before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.

Circular Saws

- Disconnect the plug from the power supply before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.
- Do not use the circular saw if the lower guard does not close briskly and completely cover the saw blade.
- Do not wedge or tie the retractable guard of the circular saw "open."
- When pocket cutting, raise the retractable guard of the circular saw by pulling the retracting lever.
- Finger-tighten the depth and bevel adjustments before using the circular saw.
- Do not use a washer or bolt to adjust the arbor size of the blade of the circular saw.
- Grip the circular saw only by its handles when operating or transporting the saw.

Table Saws

- Always disconnect the power source before performing any work or adjustments to the saw and/or blade.
- Set the saw blade high enough to cut the stock and no higher.
- Do not use the table saw to cut long work pieces unless a coworker is standing at the output end of the table saw to catch long work pieces as they leave the saw.
- Do not use a table saw blade or cutting head that has missing teeth or is cracked.
- Keep your hand out of the line of the cut when feeding the work piece into the table saw.

- Use the push stick to guide the stock between the rip fence and the table saw blade.
- Use anti-kickback "dog fingers" when a work piece is being ripped.
- Use the spreader when ripping to prevent the wood from immediately coming back together and binding the blade.
- Position the spreader directly in line with the blade.

Masonry Saws

- Wear the prescribed personal protective equipment such as safety glasses, face shield, dust masks and hearing protection when operating masonry saws to cut brick, block or stone.
- Tum off the saw before making measurements, adjustments or repairs.
- Keep hands away from the exposed blade.
- Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
- If the saw becomes jammed, tum off the power before pulling out the incomplete cut.
- Do not alter the blade guard.

Chainsaws

- Wear safety glasses, face shield, gloves, hearing protection, a hard hat, chaps and safety shoes while operating a chain saw.
- When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure the saw by tying it down with rope to prevent fuel spillage and damage.
- When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body, and position the guide bar to the rear.
- Do not remove the chain brake or alter handles, chain brake, chain or cover.
- Always start a chain saw with a 10-inch or larger bar on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull starter rope.
- Do not place a chain saw on your knee when starting it.
- Always use both hands to maintain control of the chain saw.
- When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
- Do not operate a chain saw above your shoulder height.
- Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
- Do not set a saw down while the blade is engaged.
- Stop the engine and tum the switch to "Off' when the chain saw is to be left unattended.
- Tag damaged chain saws "Out of Service" to prevent accidental use.
- Do not pour fuel into the tank of a running engine of a chain saw.
- Keep your body parts and clothing away from the running engine and the cutting blade.
- Allow the engine to cool before performing maintenance or before fueling.

- Stop the engine and disconnect the spark-plug wire before cleaning, inspecting, adjusting, or repairing anything driven by the engine.

Drills

- Always disconnect the power before installing a drill bit.
- Do not use dull, cracked or bent drill bits.
- Physically check the security of the drill bit or cutting tool within the chuck prior to operation.
- Keep your hands away from rotating parts.
- Do not wear loose clothing or jewelry.
- If you can use the "leverage handle" while using the drill, then do so. Do not remove the leverage handle except in tight places.

Routers (Roto-Zips)

- Tum the router off and unplug it from the power source when changing the bit.
- Make sure bit is sharp and set at the proper depth.
- Point the router away from yourself and others and do a "test run" to make sure the bit is secure.
- Make sure all the materials are secured and will not move. Hold the router with both hands when cutting the material.
- Use proper Personal Protective Equipment (PPE) (i.e. gloves, eyewear, hearing protection, etc.).

Grinders

- Do not use grinding wheels that have chips, cracks or grooves.
- Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
- Do not try to stop the wheel with your hand, even if you are wearing gloves.
- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
- Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
- Do not grind on the side of an abrasive wheel labeled "Type l ." • Do not clamp a portable grinder in a vise to use it as a bench grinder.
- Use the grinder with the guard in place. Only remove the guard if the job or type of stone requires guard removal (i.e. flat grinding with a diamond grinder on a flat surface).
- Use the leverage handle when using a grinder, unless the work area is too tight to operate the grinder.
- Always use proper Personal Protective Equipment (PPE) such as gloves, eyewear, face shield long sleeves, hearing protection, etc.

Cordless Framing and Finish Nailers

- Do not point the nailer at anyone.
- When nailing be aware of who and/or what is in the path of the nail being fired.
- Keep your hands well clear of the power nailer's plunger head and the hammer.
- If you need to hold onto the piece of wood to be nailed hold your hand back at least 12" in case the nail misses its target.

- Nail guns are only allowed for usage by properly trained workers.
- Only use for toe-nailing if the nailer is pointed towards the floor and you are toe-nailing studs to bottom plates.

Air Powered Nailers and Staplers

- Do not point the nailer at anyone.
- When nailing be aware of who and/or what is in the path of the nail being fired.
- Do not pass air-powered tools by the hose from one worker to another.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Keep your hands well clear of the power nailer's plunger head and the hammer.
- Do not use a steel hammer to strike the power nailer.
- Nail guns are only allowed for usage by properly trained workers.
- Only use for toe-nailing if the nailer is pointed towards the floor and you are toe-nailing studs to bottom plates.

Air Compressors and using compressed air

- Compressors generate 80 to 90 PSI pressure throughout the System. Treat with **CAUTION!**
- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Tum the compressor to the "Off' position and let it come to a complete stop before leaving it unattended.
- Do not use compressed air for comfort cooling.

SHEETROCK LIFT

Pre-operation inspection

- Be sure the wheeled base is open completely and the pin clip is locked in place.
- Inspect the lift after it has been assembled. Check the operation of the support hooks and outrigger arm.
- Inspect cable (frequently) for wear. If the cable shows signs of wear or fraying do not use Tag it "Out of service".
- Operate the lift with no load on the unit. Does the lift move up and down and work smoothly? With the unit raised and the brake engaged does it lock the unit in place?

Using the lift

When using the lift, be sure that:

- Someone is holding the lift steady when the machine is being loaded.
- Lift is in its lowest position for loading. Do not load the unit when in the raised position.
- Cradle is in the upright position.
- Outrigger arms spread and locked in place so they will support the outer edges of the sheetrock.
- Support hooks are lowered to support the piece of sheetrock and keep it from sliding off the lift.
- Piece of sheetrock is centered on the cradle.
- No one standing under the piece of sheetrock while it is being raised into position.

- Sheetrock is tight against the ceiling and the brake engaged. Someone will need to hold the brake in the locked position while the sheetrock is being secured to the ceiling.
- The piece of sheetrock is secured to the ceiling before sheetrock lift is lowered. Used the winch wheel and brake to control the decent of the lift

LADDERS

Ladder Usage (Stepladder/ Extension Ladder)

Inspect every ladder you will use before you use it.

- Do not use ladders that have loose rungs, cracked or split rails, missing rubber pads, missing bolts or rivets, are otherwise visibly damaged, wobbles, or leans to the left or right
- Keep ladder rungs clean and free of grease.
- Remove buildup of material such as ice, dirt or mud by wiping, scraping or using a wire brush.
- Do not place ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from ladder. Lock the doorway that you are blocking and post the sign “Detour."
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.

- Do not over-reach. Keep body near the middle of the ladder. Use the belt buckle rule: do not extend it past the outside of the ladder’s legs. Do not lean off the edge of a ladder. Keep one shoulder inside the frame of the ladder.
- Move the ladder frequently to avoid leaning too far.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Do not place ladders on boxes, concrete blocks, steps, or other unstable bases.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
- Do not move a ladder while someone is on top of the ladder.
- All ladders must be placed on solid, level surface before use.
- Never allow anyone to climb on the brace side of a stepladder.
- Always inspect a ladder for damage before use. If found defective, tag the ladder "Out of Service" and do not use them. Remove them from the area and give to staff for service or disposal. Never exceed the weight limit of a ladder. See the side labels for rating information.

Stepladder Rules

- Inspect every ladder you will use before you use it.
- When using a step ladder, open all 4 feet and lock spreaders in place.
- Do not step on the top rung or top platform of a step ladder.
- Never sit on the top platform of a stepladder.

Extension Ladder Rules

- Inspect every ladder you will use before you use it.

- Use the 4:1 rule when setting up an extension ladder. The ladders feet 1' away from the building for every 4' of elevation. If the building is 12' in height, then the feet will need to be 3’ away from the building.
- Top of extension ladders must extend a minimum of 3' above the supporting object when used as an access to an elevated work area.
- Ladders used to access another level by climbing up and off must be tied off (i.e., roof deck, ground level from basement, etc.).
- Before climbing extension ladders, make sure latches are properly engaged. Tie off the base of an extension ladder if the base could slide on a slippery surface.

- Extension ladders must be overlapped a minimum of three rungs.
- Swivel feet on the extension ladder must have good rubber pads placed on hard solid surfaces, but the spikes of the swivel feet should be used on soil or gravel surfaces.
- Aluminum extension ladders are not allowed near power lines.
- Power line safety must be considered when power lines are active or live. Generally, if the voltage is 300 volts or less a worker can get within 3 feet of the line. If work requires a closer distance, then the lines must be de-energized and grounded or covered with power line insulation blanks (see power company provider for help). **When in doubt contact the power company!**

COMPETENT PERSON (TRAINED STAFF)

One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to immediately eliminate the hazards.

Competent person needs to be present:

- When scaffolding, wall jacks, center plank brackets, ladder jacks and planks are being set- up.
- To perform a daily inspection before scaffolding, wall jacks, center plank brackets, ladder jacks and planks are used for the day.
- When anyone is using "fall protection."
- To give the "fall protection" safety talk.
- To inspect that safety harnesses are being worn correctly.
- To inspect the placement and the securing of all anchor points.
- When the "stairwell safety cover" is being installed.

Slips, trips and falls

Slip, trip and fall hazards

Common slip, trip and fall hazards result from:

· Wet or contaminated floors (e.g., grease, liquids, ice, oil, dust, fine powders, etc.).

Contaminant Source

Rainwater Transmitted internally from open external doors or from the feet, coats or umbrellas of pedestrians; from building leaks; or before roof sheathing and/or shingle is installed.

Water, other fluids from spills, plumbing leaks, cleaning, ice machines, or spray from wet tile saws.

Floor-cleaning

products Resulting from failure to follow appropriate protocol.

Body fluids Blood, vomit.

Condensation Variations in temperature.

Dusts Natural or from stored materials or drywall cutting/mud sanding, or after sawing lumber or flooring inside the home.

Debris Bags, paper, food residues, soil, cardboard boxes, drywall scrap, wood scrap.

· Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.

· Mats or rugs not lying flat on the floor.

· Obstructions and accumulation of objects in walkways (e.g., hoses, cords, cables, debris, etc.).

· Unguarded platforms, walkways and work areas 30 inches above ground.

· Inadequate illumination.

Higher-risk areas

For purposes of this manual, an area where slip, trip or fall hazards may arise during a typical work shift is considered a “higher-risk area.” Examples of higher-risk areas include:

· Break rooms — wet floor.

· Locker rooms — wet floor.

· Loading docks — elevated locations.

· Home being demolished before rehab — plaster, lath, linoleum.

· New home during construction — drywall, laminate/hardwood scraps.

Inspections

Inspections to identify slip, trip and fall hazards are recommended at least annually, ideally before the wet season. For higher-risk areas, a formal inspection is recommended at least on a quarterly basis, and more frequently depending on the likelihood for changing conditions. For building common areas, it is recommended that the building manager conduct inspections.

Recommended inspections should minimally include evaluation of the following:

· Condition of floors, carpets and steps.
· Floor maintenance protocol.
· Housekeeping practices.
· Lighting levels.
· Presence and condition of guardrails/handrails at elevated work surfaces.

Slip, trip and fall hazards — checklist
· Floor is kept free from slip hazards such as food or liquid spills and other debris.
· Walkway is kept free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.
· Carpets and rugs are in good condition and secured to the floor.
· Floors are properly designed to allow for good drainage.
· Floors drains are not plugged and allow adequate drainage.
· Floor mats are in good condition, free of grease, and used appropriately (e.g., mat is not a trip hazard).
· Floor mats have beveled edges and, where appropriate, are grease-resistant and promote drainage.
· Portable signs and equipment used for spill cleanup are available for use.
· Slip-resistant footwear is worn by employees.
· Illumination is adequate.
· Stepladders are in good condition and have non-skid feet.

FALL RESCUE PLAN

Objective:

- Preventing prolonged suspension
- Performing rescue and treatment as quickly as possible
- Get the person down safely within 5 minutes. If that is not possible, use the "leg relief strap" or "knee raise" to relieve pressure on their legs.
- Identifying orthostatic intolerance (suspension trauma) signs and symptoms

Pre- rescue plan and possible hazards identified:

Set a chain of command:

- Designate a Rescue Leader (Staff)
- Designate a Second and Third Rescue Leaders (Site leader or Crew Mentor) and people to do the jobs below.

Who does what (this may change based on where the fall happens and who has fallen)?

- Who is in charge in the air
- Who is in charge on the ground Assign:
- Someone to call emergency personnel (911)
- Someone to stand at the nearest intersection to guide in emergency personnel.
- Someone to take charge of clearing a path to the injured i.e.; move equipment and cars to get the emergency vehicle as close as they can
- Someone to take charge of the site to get other workers not needed off the roof and stop all work on-site. Organize all non-essential workers to the emergency meeting area, take roll call and make sure no one leaves.

There needs to be at least one person on the ground at all times when workers are using the harnesses. Make sure that this person is capable to come to the aid of a suspended worker.

Discuss the 3 types of fall rescue. What steps will be taken by staff, volunteers and emergency personnel What are some possible scenarios? Types of fall rescue:

Self-rescue:

- Person can get themselves back to a safe area and not hanging from the harness.
- The rescue can be completed in 5 minutes or less.

Aided self-rescue:

- Person can help with the rescue but cannot do it themselves.
- The rescue can be completed in 5 minutes or less.
- The leader will decide if staff &volunteers will rescue or we will wait for emergency personnel.

This decision will be based on:
o Site conditions
o Condition of accident victim(s)
o Safety of other individuals that would help rescue o Do we have the proper rescue equipment?

Fully aided rescue

- Person is too injured or incapacitated.
- It is not safe for staff and volunteers to perform the rescue.
- The rescue will then be performed only by emergency personnel.
- If self-rescue or aided self-rescue is impossible, if the person is able, they should "pump" his/her legs frequently (like riding a bike) to activate the muscles and reduce the risk of venous pooling.
- If the suspended person is unable to "pump" their legs, then the rescue team needs to safely relieve pressure on the legs from the harness. This can be done by elevating the legs either by having someone hold the legs up or by attaching the "Leg Supporting Strap".

- Continually monitor the suspended person for signs and symptoms of orthostatic intolerance and suspension trauma.

Equipment available to be used:
What equipment will be used for the "Self -rescue" and "Aided self-rescue"?

- Ladder(s)
- Scaffolds & Plank(s)
- First Aid Kit

What equipment will be needed for a "Fully aided rescue"?

- Leg Supporting Strap
- First Aid Kit

Rescue procedure:

Communication with person(s) that are suspended
Assess person's condition - Assume they are more injured than what they appear.

Accident area & site conditions - is it safe for staff and volunteers to perform the rescue? Who does what (this may change based on where the fall happens and who has fallen)

- Who is in charge in the air
- Who is in charge on the ground

Assign:

- Someone to call 911
- Someone to stand at the nearest intersection to guide in emergency personnel.
- Someone to take charge of clearing a path to the injured i.e.; move equipment and cars to get the emergency vehicle as close as they can Someone to take charge of the site to get other workers not needed off the roof and stop all work on-site. Organize all non-essential workers to the emergency meeting area, take roll call and make sure no one leaves.

MEDICAL CARE:

Do not allow the suspended person to lie down!

The suspended person is suffering from some level of suspension trauma (orthostatic incompetence). This caused from the pressure placed on the legs from the leg straps. Blood circulation has been cut-off or severely blocked.

The possible signs and symptoms of orthostatic intolerance can start to be seen in 5 minutes and can include:

- Faintness
- Nausea
- Breathlessness
- Dizziness

- Sweating
- Unusually low heart rate
- Paleness
- Hot flushes
- Skin tone may appear grey in color
- Loss of vision
- Increased heart rate
- Unusually low blood pressure

When brought to the ground, loosen the leg straps.

They must be placed in a "W" sitting position - knees bent and torso upright and supported for 30 minutes before moving the person to a lying down, horizontal position to control the flow *of* pooled blood to the major organs.

"W" Position

Professional Medical Care

In cases when a fall happens while in a harness, and the person is suspended, that person will need to go to the Emergency Room to be checked out. **No Exceptions!**

Call the emergency contact person listed on their volunteer registration form. Alert them that a fall has happened and which ER they will be transported to.

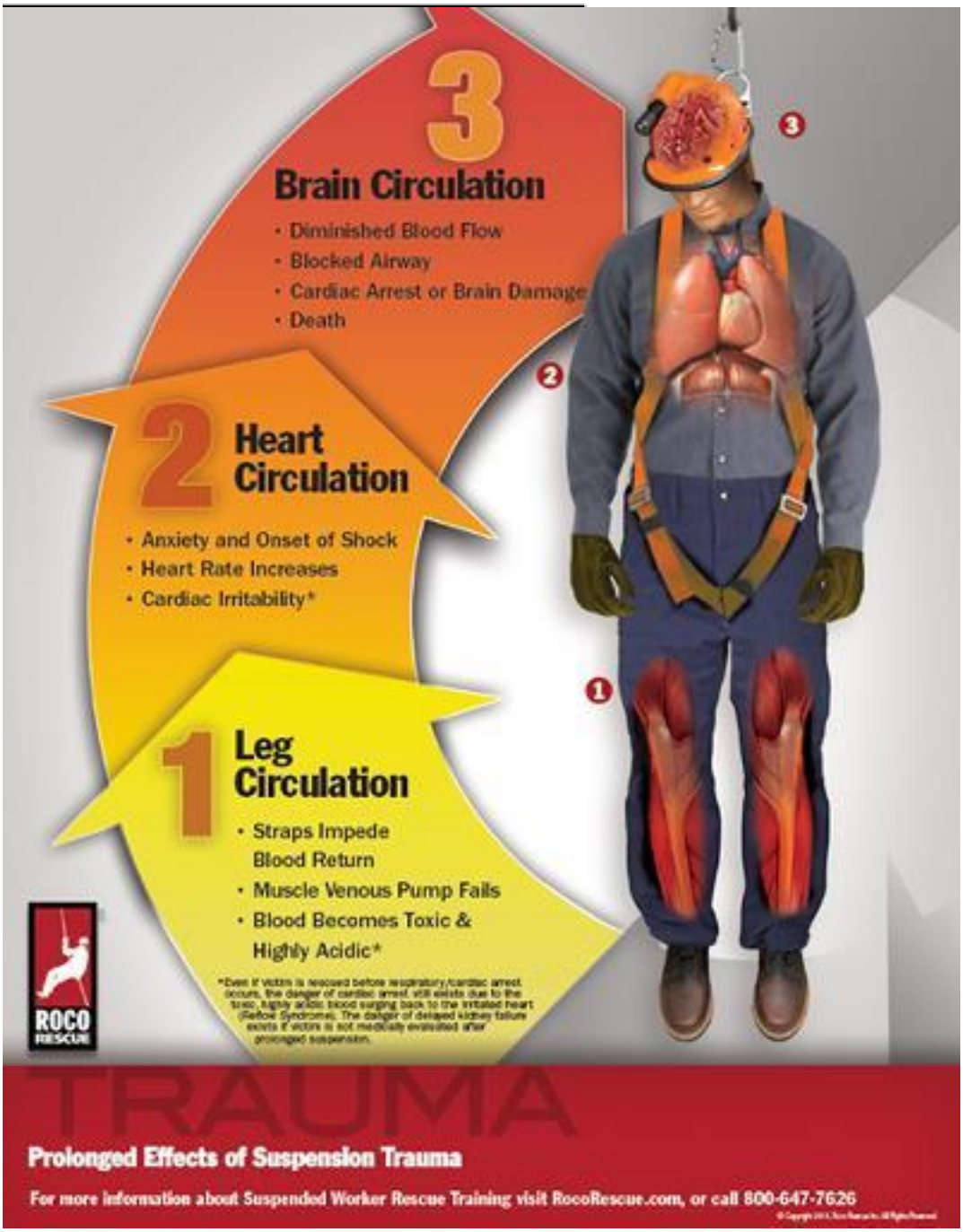
Emergency personnel called Transport will be in the ambulance

Rescue leader will go to the ER with the person and stay with them until a family member arrives at the ER.

No call to emergency personnel
Transport will be in the Rescue leader's vehicle.
Rescue Leader will stay with the person and stay with them until a family member arrives at the ER.

Transport in the Rescue Leader's vehicle will only take place after the person has sat in the "W" position for 30 minutes. Person that has fallen and was suspended will not determine if they get medical care or not.

Prolonged Effects of Suspension Trauma



Incident Investigation & Reporting

Updated September 2020

Investigate all falls from a harness as you would any other accident. Refer to the Safety Manual, page 12, for instructions.

FALL PROTECTION PLAN

Inspect all the equipment prior to you using it!

Full Body Harnesses, Retractable Lanyards and Tie-Offs

- There needs to be at least one person on the ground at all times when workers are using the harnesses. This person needs to have everyone in a harness in their line of site at all times.
- Make sure that this person is capable to come to the aid of a suspended worker.
- Only the workers that have been properly trained "Component Person" in fall protection safety as it relates to their assigned working conditions will be allowed to perform roof work activities.
- All workers must sign the "Fall Protection Daily safety sheet" for immediately after their fall protection training.
- Personally, inspect the fit of every harness, condition of lanyards and tie-offs prior to their use. Use the "Tool & Equipment Inspection Quick Cards" to help with the inspection.
- Recheck the fit of the harness throughout the day as constant movement can loosen the fit of the harness.
- One person for each tie-off.
- Synchronize your movements with others so lanyards do not cross or get tangled with someone else's.
- A "competent person" will:

  -Train everyone that will be using a full body harness.
  - Be present at all times when full body harnesses are being used.
  -Oversee the roof work safety and its related requirements (i.e., installation and inspection of fall protection equipment, overall surface strength for safe working, monitoring of worker's safety, etc.).

Foundations, Beam & Sill Plate Installation and Floor Joist Installation

Backfill around the foundation will be at 42" or greater from top of wall.

There will be one access point to an extension ladder to get into the basement from one of the egress wells.

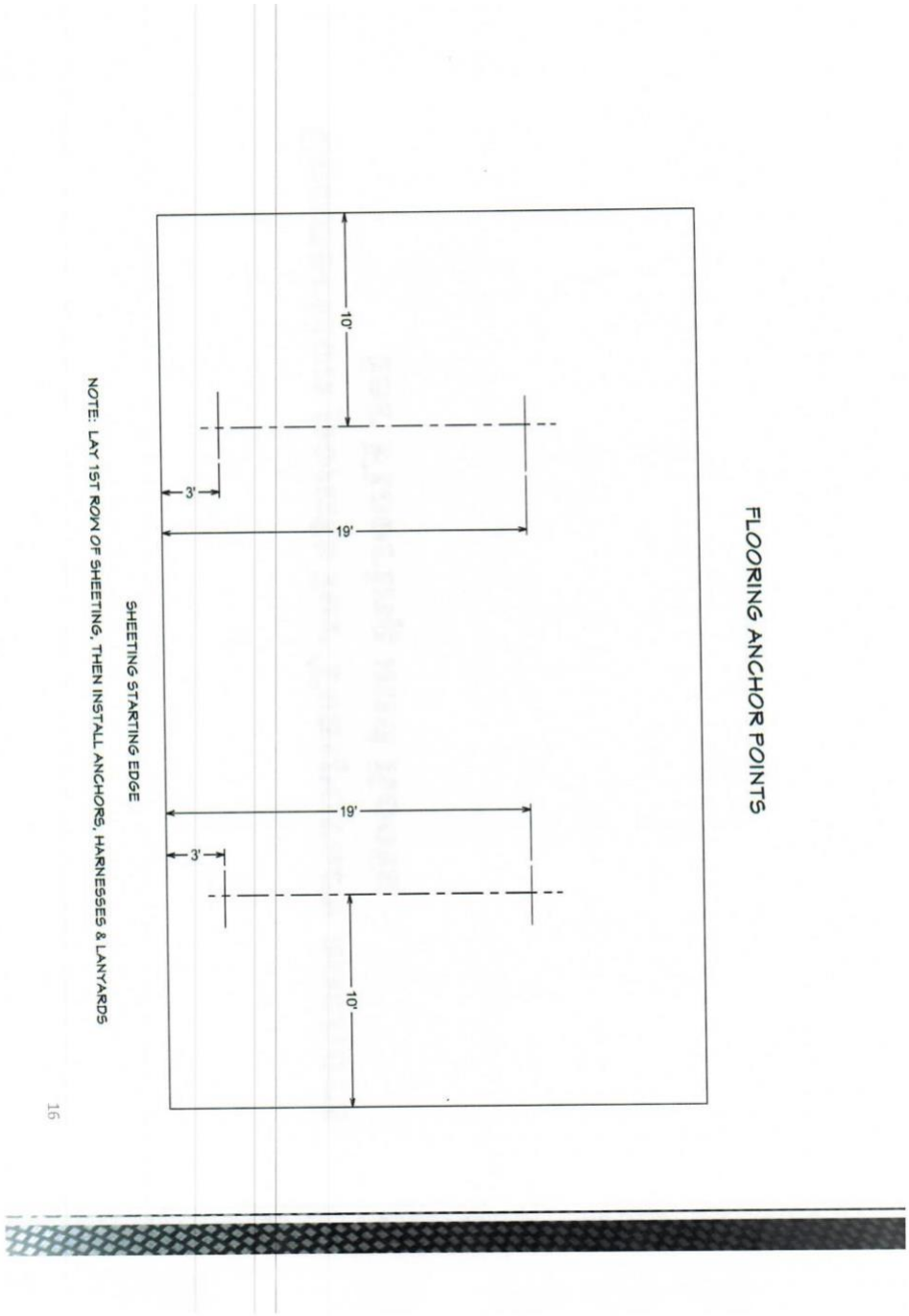
The basement is considered a confined space until the deck has been sheathed and a stairway installed. All sites will have signage identifying the confined space until deck sheathing and stairway installation is completed.

Changes in elevation

• If there is a change in elevation of 19" or more, such as access to a porch stoop, egress cover or the houses deck, a temporary step/s or step ladder will need to be provided.

Egress safety covers

- All egress wells must have safety covers. The egress well that is used to access the basement must be covered when not being used.
- No one is to stand on the egress safety cover before all the floor sheathing is installed. Standing on the cover prior to that creates a situation of a fall greater than 6'.



Stairways, Floors, Openings and Porch Stoops

Before stairs and interior walls around the stair opening has been installed:

- Stairway safety cover must be installed during the installation of the floor sheathing. Ensure proper installation of cover materials.

- Do not work on open-sided floors, elevated walkways or elevated platforms if there are no guardrails in place when a fall of 6 feet is present.

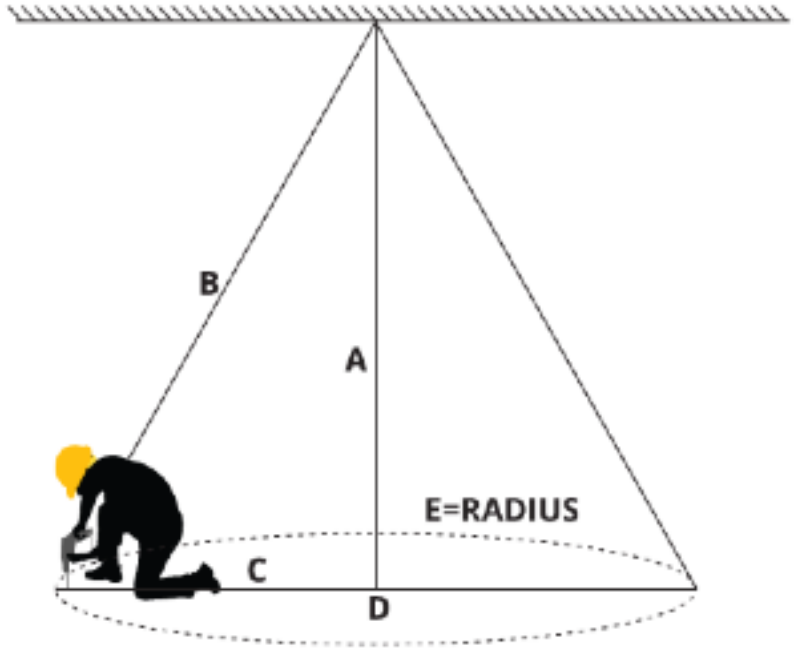
- Stand clear of floor openings if stairway safety cover has been removed or displaced. Use barricades (such as saw horses, safety cones) when a ladder is used for descending.
- Openings must be covered when not necessary to be open.
- Try not to walk on cover!
- Covers must be able to withstand 2 times the maximum load that could be applied upon it.
- Covers must be secured (screws or nails) from accidental movement including uplift from wind.
- Covers must have the word "hole/ cover" painted on it. Stair stringers, treads installed and interior walls have been installed around the stair opening.

- Stairway openings must have a guardrail (top at 42" +- 3") and mid-rail system installed around the 3 sides where walls are installed. ----
- Stairways need to have toe-boards (3 1⁄2" in height) installed on sides where materials could be accidently kicked to a lower level.

Swing Fall Hazards

The swing fall hazard is created by the pendulum effect, which can swing a fallen worker into a nearby surface, such as a wall or surface below. It is important to evaluate the swing fall hazard at any edges where a worker might fall. A worker who falls while connected to an anchor (unless it is directly overhead) will swing back and forth like a pendulum. Workers can be seriously injured if they strike objects during a swing fall.

- To lessen the effects of a pendulum, fall the amount of travel (left or right horizontally) from the center point is no more than 30 degrees.
- The illustration and table below will aid the component person to establish the maximum amount travel a harnessed person on the roof can travel horizontally based on the distance the anchor point is from the leading edge of the roof.



Anchor connection point

Leading edge of roof

A – is the distance the anchor connection is from the roof edge (leading edge).

B – how far the SLR (self-retracting lifeline) is extended out from the anchor when you move to right of left or the center point the maximum allowed. Letter C

C – distance you can travel horizontally from the center point to the left or to the right. D – leading edge of the roof.
E – N/A

ABC 96” 110” 55” 102” 118” 59” 108” 124” 62” 120” 138” 69” 132” 152” 76” 144” 166” 83” 156” 180” 90” 168” 194” 97”

Lateral & X (truss) Bracing

• Installed only from an approved ladder, standing on the center plank and/or in a full body harness with lanyard and tied-off to the trusses.

Installing Siding, Fascia & Soffit from the Roof

• Installed only in a full body harness with lanyard and tied-off to a properly secured tie off (anchor).

Other openings in the floor

- Openings or holes are anything 2" x 2". Items of that size could fall to the lower level so covering them is required.
- These openings will need to be covered with a secure cover.
- The covers must be painted with highly visible paint.

SCAFFOLDING

All types - guidelines for set-up and inspection

- A competent person (staff) must oversee the building, set-up and usage of all scaffolds.
- The competent person must perform daily inspections and re-inspect after bad weather conditions.
- The working platform height must be fully decked.
- Never use a scaffold that has ice or snow buildup on the decking.
- Follow the manufacturer's instructions when erecting the scaffold.
- Do not work on scaffolds outside during stormy or windy weather.
- Do not climb on scaffolds that wobble or lean to one side.
- Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged.

- Do not use any scaffold tagged "Out of Service."
- Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
- Do not walk or work beneath a scaffold unless a screen mesh has been installed between the mid- rail and the toe-board or planking.
- Do not climb the cross braces for access to the scaffold. Use the ladder.
- Do not jump from, to, or between scaffolding.
- Keep both feet on the decking. Do not sit or climb on the guardrails.
- Do not lean out from the scaffold. Do not rock the scaffold.
- Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
- Do not throw anything "overboard" unless a spotter is available.
- The first step on a scaffold cannot exceed 24".

Wall Jacks (Carpenters Bracket Scaffold) with scaffold planks

- Must be secured to the house:
- At the top (one 16D duplex nail)
- At the bottom by the t-brace (two16D duplex nails)
- At the mid-point diagonal brace (one 16D duplex nail)
- Must be fully planked (two rows of planks) when installed on the exterior of the house.
- Edge of plank can be no more than 14" from wall.
- Must have a continuous guardrail, mid-rail on the outside perimeters for exterior installations.

Must have a toe-board installed (front and rear) if plank is over 10' from the ground.

- All planks must be bolted down to each wall jack it is resting on.

Center Plank Brackets with scaffold plank

- Center Plank Brackets will be used with a single scaffold plank in the center of the house to set trusses.

- Center scaffold plank will be installed having 3 equally spaced supports under it at all times.
- Secure to the house framing with 4" timber screws.
- The top of the plank must be less than 10' from the floor.
- Scaffold plank must overlap the end center plank bracket by at least 6" but no more than 12".
- Secure the scaffold plank at the end so it cannot slide.

Ladder Jacks

- The extension ladder must be secured at the base of the ladder so it cannot slide backwards.
- The extension ladder must be secured at the top of the ladder to prevent tipping.
- Ladder jacks are to be installed on the ladder, so the jack is in between the ladder and the building. Installing them on the outside of the ladder could cause the ladders to tip away from the house.
- When plank is greater than 10', full body harnesses, lanyards and tie-offs are required.
- The top of the platform cannot exceed a height of 20'.

Frame Scaffolding

- Do not work on platforms or scaffolds unless they are fully planked.
- Do not use a scaffold unless guardrails and all flooring are in place.
- Level the scaffold after each move.
- Do not extend adjusting leg screws more than 12 inches.
- Frame scaffold 3 levels high must be secured to the house or structure.

Mobile Scaffolds (wheels installed)

- Remove all loose materials from the scaffold before moving it.
- Do not move a mobile scaffold with anyone on the scaffold.
- Get assistance to move the scaffold.
- Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.
- Mobile scaffolds must be protected from falling into a hole or drop off an edge.

LIFTING PROCEDURES

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Never lift anything if your hands are greasy or wet.

- Wear protective gloves when lifting objects with sharp comers or jagged edges.
- Hold objects as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and tum your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Habitat for Humanity electrical safety

Purpose

The purpose of the electrical safety program is to set forth procedures for the safe use of electrical equipment, tools and appliances at [AFFILIATE NAME].

Scope

This program applies to all HFHUK employees, temporary employees and contractors. When work is performed on a site not owned or operated by HFHUK, the operator's program shall take precedence, but this document covers HFHUK employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

· Affected personnel: Personnel who normally use and work with electrical equipment, tools and appliances, but do not make repairs or perform lock out/tag out procedures.

· Appliances: Electrical devices not normally associated with commercial or industrial equipment such as air conditioners, computers, printers, copiers, coffee pots, microwave ovens, toasters, etc.

· Circuit breaker: A device designed to open and close a circuit by non-automatic means and to open the circuit automatically on a predetermined overcurrent without injury to itself when properly applied within its rating.

· Disconnecting means: A device, group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

· Disconnecting switch: A mechanical switching device used for isolating a circuit or equipment from a source of power.

· Double-insulated tool: Tools designed of nonconductive materials that do not require a grounded, three-wire plug.

· Ground: Connected to earth or some conducting body that serves in place of the earth.

· Grounded conductor: A conductor used to connect equipment or the grounded circuit of a wiring system to a grounding electrode or electrodes.

· Ground fault circuit interrupter (GFCI): A device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit. HFHUK shall use GFCIs in lieu of an assured grounding program.

· Insulated: A conductor encased within material of composition and thickness that is recognized as electrical insulation.

· Premises wiring: That interior and exterior wiring, including power, lighting, control and signal circuit wiring together with all of its associated hardware, fittings and wiring devices, both permanently and temporarily installed, that extends from the load end of the service drop, or load end of the service lateral conductors to the outlets. Such wiring does not include wiring internal to appliances, fixtures, motors, controllers, motor control centers, and similar equipment.

· Qualified person: One that has been trained in the repair, construction and operation of electrical equipment and the hazards involved.

· Strain relief: A mechanical device that prevents force from being transmitted to the connections or terminals of a cable or extension cord.

· Class l locations: Locations in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive or ignitable mixtures.

· Class 1 Division 1: A location:

- In which hazardous concentrations of flammable gases or vapors may exist under normal operating conditions.
- In which hazardous concentrations of such gases or vapors may exist frequently because of repairs or maintenance operations or because of leakage
- In which a breakdown or faulty operation, equipment or process might release hazardous concentrations of flammable gases or vapors and might also cause simultaneous failure of electrical equipment.

· Class 1 Division 2: A location:

- In which volatile flammable liquids or flammable gases are handled, processed or used, but in which the hazardous liquid, vapors or gases will normally be confined within closed containers or closed systems from which they can escape only in case of accidental rupture or breakdown of such containers or systems, or in abnormal operation of equipment.
- In which hazardous concentrations of gases or vapors are normally prevented by positive mechanical ventilation, and which might become hazardous through failure or abnormal operations of the ventilating equipment.
- That is adjacent to a Class 1, Division 1 location, and to which hazardous concentrations of gases or vapors might occasionally be communicated unless such communication is prevented by adequate positive-pressure ventilation from a source of clean air, and effective safeguards against ventilation failure are provided.

· Class II locations: Class II locations are those that are hazardous because of the presence of combustible dust.

· Class II, Division 1:A location:

- In which combustible dust is or may be in suspension in the air under normal operating conditions, in quantities sufficient to produce explosive or ignitable mixtures.
- Where mechanical failure or abnormal operation of machinery or equipment might cause such explosive or ignitable mixtures to be produced, and might also provide a source of ignition through simultaneous failure of electric equipment, operation of protection devices, or from other causes.
- In which combustible dusts of an electrically conductive nature may be present.

NOTE: This classification may include areas where metal dusts and powders are produced or processed and other similar locations that contain dust-producing machinery and equipment (except where the equipment is dust-tight or vented to the outside).

- These areas would have combustible dust in the air, under normal operating conditions, in quantities sufficient to produce explosive or ignitable mixtures.
- Combustible dusts that are electrically nonconductive include dusts produced by handling and processing equipment.
- Dusts containing magnesium or aluminum are particularly hazardous, and the use of extreme caution is necessary to avoid ignition and explosion.

· Class II, Division 2: A location in which:

- Combustible dust will not normally be in suspension in the air in quantities sufficient to produce explosive or ignitable mixtures, and dust accumulations are normally insufficient to interfere with the normal operation of electrical equipment or other apparatus.
- Dust may be in suspension in the air as a result of infrequent malfunctioning of handling or processing equipment, and dust accumulations resulting therefrom may be ignitable by abnormal operation or failure of electrical equipment or other apparatus.

NOTE: This classification includes locations where dangerous concentrations of suspended dust would not be likely but where dust accumulations might form on or in the vicinity of electric equipment. These areas may contain equipment from which appreciable quantities of dust would escape under abnormal operating conditions or be adjacent to a Class II Division 1 location, as described above, into which an explosive or ignitable concentration of dust may be put into suspension under abnormal operating conditions.

VEHICLE & DRIVING SAFETY

- Only employer-authorized personnel may operate any company vehicle.
- All drivers (staff & volunteer) must have completed the Lockton's "Defensive Driving-Noncommercial Vehicles" on-line training. Some driver may also need to complete "Defensive Driving --Commercial Vehicles" training.
- All drivers (staff & volunteer) must provide a copy of their driver's license. It will be kept on file at the Habitat (main or Restore) office.
- Do not operate a vehicle if you are ill or fatigued.
- Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other impairment side effects.
- Shut all doors and fasten seat belt before moving the vehicle.
- Inspect vehicle for damage/faulty lights daily.
- Notify a manager immediately if the company vehicle your driving is in an accident.
- All vehicle repair/maintenance must be performed by a qualified technician who is approved by management.
- Obey all traffic patterns and signs at all times.
- Do not drive on the road shoulder.
- Use side and rearview mirrors before making lane changes, turns and sudden stops.
- Tum the vehicle off before fueling.
- Do not smoke while fueling a vehicle.
- Wash hands with soap and water if you spill gasoline on your hands.

- Always stay in attendance when vehicle is being refueled.
- Follow all of the manufacturer's safety requirements.

Cell phone use policy:

We ask that if you are using a cell phone while you are working that you comply with all local, state and federal laws. Whenever possible, please try not to make or receive telephone calls while driving. If a situation occurs that you must take a call, we ask that you only do so using a hands-free device. If that is not possible, please let the incoming calls go to your voicemail and then find a safe place to pull over and park before initiating a call.

We also ask that you follow these additional safety guidelines:

- Always stop driving before dialing.
- Under no circumstances should team members use cell phones while driving during adverse weather or difficult traffic conditions.
- Never look up phone numbers while driving.
- Under no circumstances should you text, email or go to the internet while you are driving
- Never have stressful conversations while driving.
- • Keep your eyes on the road if you must use your hands-free device.

TRAILERING SAFETY

- Only trained and authorized employees may pull a trailer.
- Read and follow the manufacturer's speed recommendations.
- Inspect tire pressure, lights, and overall condition prior to pulling a trailer.
- Secure tie downs by hooking them to each side of the trailer and tightening the strap as necessary on open trailers.
- Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before connecting the trailer.
- Secure equipment to vehicle with chains or straps to eliminate or minimize load shifting.
- No one is permitted to ride in the trailer.
- Take slow, wide turns when towing trailers.
- Using cruise control while pulling a trailer is not permitted.
- Do not exceed the load capacity as posted on the trailer door of the trailer.
- Do not place all the heavy equipment on one side of the trailer.
- Use ramps to load and unload objects from the trailer.
- Follow all of the manufacturer's safety requirements.

FORKLIFT SAFETY

- Only a certified forklift operator will be allowed to operate the forklift.
- Operators of forklifts must complete and pass the Lockton Insurance "Forklift Operator Safety" online course and be approved by management.
- Daily inspection forms for the forklift must be completed by the first person operating the forklift each day. Inspection form must be posted on the forklift.
- Forklift must pass an OSHA safety inspection before operation.
- Follow all of the manufacturer's safety requirements.

FORKLIFT MOUNTED WORK PLATFORM

- Only one fully harnessed and tied off person in the work platform at any time.
- Only the workers that have been properly trained by a "Competent Person" in fall protection safety as it relates to their assigned working conditions will be allowed to perform work activities in the work platform.
- All workers must sign the "Daily Safety Sheet" for fall protection immediately after their training.
- Only a certified forklift operator will be allowed to operate the forklift with the work platform.
- The operator needs to be in the seat of the forklift at all times when someone is in the work platform.
- Operators of forklifts must complete and pass the Lockton Insurance "Forklift Operator Safety" online course and be approved by management.
- The work platform must be securely chained to the mast of the forklift.
- Follow all of the manufacturer's safety requirements.
- The Forklift Mounted Work Platform Safety Checklist must be completed before loading the work platform.
  o This includes inspection of the following:
    - Tine Locks
    - Nylon Safety Strap
    - Gate Latch
    - Handrails
    - Lanyard Attachment Points
    - Fork Pocket
    - Welds
    - Casters
    - Mast Guard
      - Person in platform secure in harness?
      - Complete fall-rescue checklist

CRANE & RIGGING SAFETY

- All crane activities will be performed by professional, certified contractors. Crane operator will provide safety training and orientation for those who will be rigging loads, accepting loads from the crane and the designated person that signals the crane operator.
- No employees or volunteers are to operate cranes.
- When a crane is to be used on a work site, instructions (provided by the crane operator/contractor) on working around the crane will be provided. Perimeters will be established for others not working with the crane.
- Pinch/crush points and struck-by hazard areas around the crane will be marked. Do not cross into these hazard areas. The crane operator/contractor must include information on how to identify the markings for the pinch/crush points and struck-by hazard areas.
- In the event that that access into a pinch/crush point and/or struck-by hazard area is necessary, there must be continuous communication between a spotter and the crane operator to ensure that the crane will not be operated while workers are within the area. This communication must be constant until the all clear is given by the spotter to the crane operator.
- Do not stand within the fall zone of a hoisted load.

GAS GENERATORS

- Inspect every generator you will use before you use it.

- Always follow the manufacturer's operating instructions.
- Generators must have a built Ground Fault Circuit Interrupter (GFCI) system or an external GFCI must be used. Follow the generator manufacturer's instructions to determine if an additional ground rod must be installed.
- Whichever system you are using, all GFCI's must be tested before further use to see if they are working properly (trip and reset).
- Keep generators downwind to help eliminate carbon monoxide poisoning or sickness.
- Keep generators 50’ away from flammable/combustible materials.
- Only fuel a generator in the morning when it is cool and before it is started for the day.
- Never fuel a generator after it has been running for that day.
- When fueling, a generator keeps an ABC fire extinguisher nearby, not to exceed 50 feet. Even though we have a "we do not fight the fire" policy we are still required to have an extinguisher within 50'.
- Before pouring, dispensing or transferring any liquid (gasoline) from a bulk container labeled "Flammable," observe the following safety procedure:
- Only use red color, DOT approved containers for transferring the liquid (gasoline).
- Bond the containers as follows:

You must make contact between the two surfaces (fuel can / fuel tank) or 3 surfaces (fuel can/metal funnel/fuel tank). This contact between the surfaces is known as "bonding" which will eliminate static charge build-up as the pouring process continues.

- Report any fuel spills of over a gallon to staff immediately.
- Do not place a hot generator into storage. Allow cool down time.
- NEVER use a generator in a closed location. All generators must be used outdoors and away from windows and doors, etc.
- Always point the exhaust away from openings and workers.
- Follow all of the manufacturer's safety requirements.

SAFETY DATA SHEETS (SDS) Safety data sheets **(SDS)** can be found:

- Construction - in a binder in each tool trailer.
- Restores - at the manager’s desk.

CHEMICAL STORAGE (FLAMMABLE/ COMBUSTIBLE)

- Follow the safe handling instructions listed on the label of the container or listed on the corresponding SDS when handling chemicals
- Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
- Do not handle or load any containers of chemicals if the containers are cracked or leaking.
- Do not store these products near exits, exit paths including stairways, or electrical equipment.
- Follow all of the manufacturer's safety requirements.

HANDLING FLAMMABLE, CORROSIVE, CAUSTIC or POISONOUS CHEMICALS

Flammable chemicals

- Do not use gasoline for cleaning parts.

- Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
- Before pouring, dispensing or transferring any liquid (gasoline) from a bulk container labeled "Flammable," observe the following safety procedure:
- Only use red color, DOT approved containers for transferring the liquid (gasoline).
- Bond the containers as follows: You must make contact between the two surfaces (fuel can / fuel tank) or 3 surfaces (fuel can/metal funnel/fuel tank). This contact between the surfaces is known as "bonding" which will eliminate static charge build-up as the pouring process continues.

- Do not perform "hot work," such as welding, metal grinding or other spark-producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
- Do not drag containers labeled "Flammable."

Other chemicals

- Do not use chemicals from unlabeled containers and unmarked cylinders.
- Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning floors.
- Use only metal receptacles labeled "Oily Rags Only" for disposal of oily rags, including linseed oils.

- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled Corrosive, Caustic or Poisonous.
- Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible damage.
- Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand-washing motion. Always wash your hands after removing the gloves.
- Follow all of the manufacturer's safety requirements.

PAINTING

- When mixing paint and thinner, wear your face shield and eyewear- both are required.
- Read and follow the Safety Data Sheet (SDS) sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
- Always wash your hands with soap and water after using paints. Do not use mineral spirits, paint thinner, acetone or any other toxic solvents to remove paint from your skin.

- Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
- Close the lids of containers of paint and primer tightly after each use or when not being used.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers of oil based paints and stains labeled "Flammable."