



## 2012 SAFETY POLICY

### Work Day Preparation

- Prior to the arrival of volunteers, the Construction Director or crew leader will check the site to ensure it is free of hazard or debris.
- The condition of all tools and equipment will be checked. Any tools and equipment that are not in good condition will not be used. The Construction Director will be notified of any repairs needed.
- No work will begin until a safety meeting is held with all present. This will include an explanation of the scope of the day's project, tools that will be used and how to use them properly, what safety equipment is on site and where it is located and any other applicable safety measures for the day, i.e. proper lifting.
- A well-stocked first aid kit will be on site.
- The construction manager or crew leader will mark off or cover any holes or ditches.
- Any volunteers trained in CPR and/or first aid will be acknowledged at the morning meeting.

### General Safety Guidelines

- Hard hats will be worn if anyone is working overhead or if there are any other overhead hazards.
- No open-toe shoes or sandals are allowed on the construction site.
- Safety glasses will also be available. It is strongly suggested that these be worn during the framing process or when working with any woodworking tools. Safety glasses must be worn when using power tools. (i.e. saws, nail guns, drills)
- Hearing protection will be available and should be worn if noise is more than normal talking levels.
- Particle masks will be available and must be worn when installing fiberglass insulation.
- Gloves will be available and wearing them is strongly suggested when handling wood, insulation or other harsh materials.
- Do not handle any tool that you have not been trained to use.
- No tool should be used if the safety guard or devices are not functioning.
- Do not use tools with taped or frayed extension cords or with the grounding prong broken off.
- The Construction Director or crew leader must inspect any tools that are brought by volunteers prior to their use.
- All nails should be removed from any braces prior to setting them aside.
- If you are not able to have both hands on the rails when climbing the ladder, you must have someone steadying it.
- You should not climb a ladder or be on the roof if you are afraid of heights.
- Use proper lifting techniques when lifting anything heavy or have a partner to help.
- Make sure there is proper ventilation when painting is being done.
- All tools and safety equipment must be returned to the designated area when not in use.
- The workplace should be kept clean and free of clutter at all times. Scrap materials must stay picked up and tools must be stored in the proper location.
- No volunteer should leave the site without straightening up his or her area.
- No horseplay.
- No one under 16 is allowed on the construction site, without prior approval.

I have read and understand the safety guidelines listed above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_