



# Safety Plan

March 15, 2007

# **MCHFH Safety Plan**

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## **MCHFH Safety Plan**

### **1.0 Pre-Build Checklist**

- 1.1 Check First-aid kit: see Appendix C, restock if necessary
- 1.2 Add accident report/liability/name tags / sign-in sheets to registry kit
- 1.3 Create Emergency Poster for site location
  - 1.3.1 List Local Emergency numbers
- 1.4 Pre-Identify: Prayer Leaders
  - Safety Coordinator
  - Food Service Coordinator
  - Crew and Leaders (with construction mgr)

### **2.0 Workday Routine**

#### **2.1 Workday**

- 2.1.1 Open Tool Trailer (accident report forms within)
- 2.1.2 Begin Set-Up (Saw Horses, Power generators, cords, etc.)
- 2.1.3 Safety Coordinator (cordon off unsafe sections, review site supervision checklist)
- 2.1.4 Volunteer sign-in: liability waivers and name tags, work crew assignment

#### **2.2 Daily Orientation** (Written out on poster at sign-in table)

- 2.2.1 Prayer/ Devotions (Pre-scheduled)
- 2.2.2 Introductions (Staff, Leaders, Site Hosts, Home buyers, Sponsors, etc.)
- 2.2.3 Explain Tool Use Policies/Availability (Construction Leader)
- 2.2.4 Highlight Waste /Recycling Containers and Policy
- 2.2.5 Highlight Toilet Facilities /First Aid Kit location
- 2.2.6 Highlight Meal and Break Times
- 2.2.7 Highlight Goals for the Workday or Shift
- 2.2.8 Review General and Specific Safety Guidelines Activity
- 2.2.9 Review Weather-Related Safety
- 2.2.10 Offer Thanks

### **3.0 General Safety**

- 3.1 Speak up-if something looks unsafe it probably is. An observer can spot danger quicker than a worker
- 3.2 Don't lift beyond your strength. Get a partner. Remember to bend your knees. Lift with your back straight.
- 3.3 Keep an eye on your load as you move and turn so as not to whack someone with a board.
- 3.4 Do not run when carrying tools or materials.
- 3.5 Know where water and the first aid kit are located.
- 3.6 Tell the house leader immediately in the event of an injury
- 3.7 Think and concentrate on your task.
- 3.8 If you are uncertain about how to do a task, or how to operate a power tool, ask your Crew Leader.
- 3.9 Be your brothers keeper-be alert for the safety of others as well as your own.
- 3.10 Only persons 18 and older, who have been properly trained, may use power tools.

## **4.0 Personal Safety**

- 4.1 Select the correct tool for your work. Carry only those you need.
- 4.2 If you are uncertain about how to do a task, or how to operate a power tool, ask your crew leader or house leader for assistance.
- 4.3 Have portable water at site. Drink plenty of water
- 4.4 Personnel working during framing and roofing operations should wear head protection as the possibility exists for injuries.
- 4.5 Wear ear protection to reduce the noise levels or duration of exposure to loud sounds
- 4.6 Eye and face protection is required when operations present potential eye or face damage.
- 4.7 Hammering or the use of power tools has the potential to produce projectiles, which could cause eye injuries. Use safety glasses.
- 4.8 When persons are exposed to harmful respiratory substances, respiratory protective devices must be used.
- 4.9 Clothing should be loose enough to permit easy bending but not loose enough to get caught in moving tools.
- 4.10 Take breaks as needed. Fatigue can cause accidents
- 4.11 Make sure that hands are clear of the path of a utility knife. They can cut deeply very fast.
- 4.12 Be aware of those working on the ground and be careful of where things are placed. A hammer, utility knife or square can easily slide off.
- 4.13 Be sure to take frequent breaks and be sure to drink plenty of water.
- 4.14 Dress appropriately for the work. Long sleeves and long pants will avoid contact with irritating material, pressure treated lumber, drywall and insulation. High top shoes, with safety caps and steel shanks may help avoid injury. Sneakers provide little protection against stepping on nails or falling objects

## **5.0 Housekeeping**

- 5.1 Keep the work area clean and orderly
- 5.2 Re-stack unused building materials and serviceable scraps, neatly and securely.
- 5.3 Put all trash and debris in a trash container or a designated trash area.
- 5.4 Sweep out the house regularly
- 5.5 Pick up debris from site regularly and remove to trash container
- 5.6 Have access to a telephone.
- 5.7 Have an adequate supply of fire extinguishers accessible to all.
- 5.8 Do not store flammable or combustible materials inside the building.
- 5.9 Arrange deliveries to minimize value of material on job site.
- 5.10 Keep the area around the building clear of debris
- 5.11 Keep the interior of the building, including stairs, halls, and open floor areas, free of debris.
- 5.12 Remove nails from scrap lumber as soon as practical
- 5.13 Keep all electrical cords free of entanglement with loose materials and in good repair.
- 5.14 Wipe up spilled liquids on areas that may cause workers to slip
- 5.15 Build protective barriers around openings on the site or in the building that may cause falls.
- 5.16 When dropping materials to the ground, barricade the drop area.

- 5.17 Excess tools, small pieces of material, sawdust, mud and power cords each represent a potential for injury on the job site.
- 5.18 Stack unused lumber and building materials neatly so as to reduce the chance of tripping and to assist in accounting for materials.
- 5.19 Discard banding material in trash containers as soon as practical after removed from bundled materials
- 5.20 Keep the work area clean
- 5.21 Re-stack unused building materials and serviceable scraps.
- 5.22 Put all trash and debris in a trash container or a designated trash area.
- 5.23 Sweep out the house regularly

## **6.0 Tool Safety**

### **6.1 Circular Saw**

- 6.1.1 Keep the power cord free of the cutting path of the saw.
- 6.1.2 Be sure to have a firm, well balanced stance.
- 6.1.3 Allow blade to reach full speed before cutting
- 6.1.4 If saw binds, release the switch.
- 6.1.5 After finishing a cut, let the guard close and the blade stop before moving to another position, or setting the saw down.
- 6.1.6 Never put your hands below the wood being cut
- 6.1.7 Be sure wood is properly supported, parallel to the direction of the cut.

### **6.2 Chop/Miter Saw**

- 6.2.1 Set up the saw on a sturdy surface and secure.
- 6.2.2 Keep cord free of cutting area
- 6.2.3 Keep hands away from the cutting area
- 6.2.4 Make sure that all guards are in place and functioning

### **6.3 Table Saw**

- 6.3.1 Set up in an area with appose 10ft clear in all directions
- 6.3.2 Locate power cord where saw operator will not move to step on or over it in normal operations
- 6.3.3 Keep hands from blade area. Use push stick when cord is narrow
- 6.3.4 Avoid “trapped arrows”
- 6.3.5 Plan ahead. Be sure material is supported adequately throughout the entire cut
- 6.3.6 Start saw only when ready to use immediately. Stop saw as soon as finished using
- 6.3.7 Never lean over saw while it is running

### **6.4 Ladder**

- 6.4.1 Use a ladder that will reach the work.
- 6.4.2 An extension ladder should extend three feet above the step off point.
- 6.4.3 Move the ladder with your work, avoid overreaching. The base of an extension ladder should be 1’ out from the wall for every 4’ of height.
- 6.4.4 Place stepladders on a solid, level footing.
- 6.4.5 Don’t work at a height beyond which you are comfortable
- 6.4.6 Only one person on a ladder at a time
- 6.4.7 Tie off top ladder whenever practical

- 6.4.8 Use the ladders for the purpose for which they were designed. Do not use ladders for skids, brace or workbenches.
- 6.4.9 Provide a stairway or ladder for any point of access where there is a break in elevation of 19 inches or more.
- 6.4.10 Make sure ladder size meets job demand
- 6.4.11 Do not use stepladders as straight ladders, always open all four feet and lock spreaders in place on a stepladder and place in a level condition
- 6.4.12 Do not use place tools or materials on steps
- 6.4.13 Use proper angles when using straight and extension ladders. When using a non-self-supporting ladder use the “four-to-one” rule: for every four feet of height, move the bottom of the ladder one foot from the wall
- 6.4.14 Secure straight and extension ladders. Make sure latches are properly engaged.
- 6.4.15 Extension ladders must be overlapped at a minimum of three rungs.
- 6.4.16 Keep body near the middle of the ladder. Avoid leaning off the edge of a ladder. Move the ladder frequently so as not to be tempted to lean too far.
- 6.4.17 Do not step on the top rung or platform on a step ladder.
- 6.4.18 Do not carry anything that will prevent holding on with both hands while ascending or descending the ladder. Use a tool belt or a tool bag to lift tools.
- 6.4.19 If it becomes necessary to place a ladder in or over a doorway, barricade the door.
- 6.4.20 Do not use metal ladders near an electrical exposure

## **6.5 Scaffolding**

- 6.5.1 Scaffolding should be placed only on solid, level footing. Dig down if necessary. When cribbing under the scaffolding legs to level do so in a secure manner. Use leg-leveling devices when practical.
- 6.5.2 Make sure that walk boards are fastened securely and are adequate for the number of workers on the scaffolding.
- 6.5.3 Consider the use of safety railings depending upon a situation
- 6.5.4 Inspect all scaffolding before starting to work to determine if safety features are in place and construction is sound.
- 6.5.5 Ensure that the footing and anchorage for scaffolds are sound. Scaffold frames should be erected level and plumb and on a firm base.
- 6.5.6 Never change or remove scaffold members unless authorized. Do not alter scaffolding members or use make-shift moorings, have a ‘competent person’ (House Leader HFHSL Staff) review any adjustments,
- 6.5.7 Know safe working loads of scaffolds and work within those limits.
- 6.5.8 Do not allow tools, materials and debris to accumulate on scaffold.

## **6.6 Nailing**

- 6.6.1 Hold the nail until it is firmly started in the wood; otherwise it could suddenly fly out and hit someone. Do not use smooth gloves to hold hammer.
- 6.6.2 Be aware of the surroundings. Do not start swinging without checking to be sure you will not catch someone on the “back swing”
- 6.6.3 Be sure hammer handle and your hands are dry and free of grease/oil

## **6.7 Power Nailers**

- 6.7.1 Always read and understand that manufacturer's manual.
- 6.7.2 Nail guns should only be used by those crewmembers that possess a high level of skill or experience
- 6.7.3 Always wear safety glasses
- 6.7.4 Always keep your finger off the trigger except when specifically intending to use the gun
- 6.7.5 Never assume the tool is empty
- 6.7.6 Never point the tool at anyone, even if it is empty or disconnected from the air supply
- 6.7.7 Keep your free hand out of the line of fire
- 6.7.8 Keep others out of the line of fire
- 6.7.9 Keep extremities away from the business end of the nailer
- 6.7.10 Never try to nail beyond your reach-take the time to get a ladder
- 6.7.11 Never support or backup a work piece temporarily with a foot or knee
- 6.7.12 Always disconnect the tool before clearing jams, performing other maintenance or reloading
- 6.7.13 Maintenance should only be performed, by the experienced members of the group.
- 6.7.14 Use sequential trip nail guns when possible, and coil types only when a safe record of use and experience with the tool has been developed
- 6.7.15 Never leave a nail gun unattended where an inexperienced crewmember could access it

## **6.8 Screw Gun Safety**

- 6.8.1 Start the screw gun slowly while holding onto the screw to avoid a painful burn.
- 6.8.2 Screws being removed can be hot
- 6.8.3 Do not stand on things like an empty bucket that can turn over easily.

## **7.0 Task Safety**

### **7.1 Framing and Sheathing Safety**

- 7.1.1 Watch for pipes and loose seals that may be protruding from the floor slab or deck.
- 7.1.2 Watch out for wall bracing to avoid head collisions
- 7.1.3 When carrying lumber, do not make sudden turns without checking behind you.
- 7.1.4 Work in teams when lifting plywood/OSB
- 7.1.5 There are only two places for your hammer-your hand or your tool belt!
- 7.1.6 A hammer left on top of a ladder or a roof can easily fall and leave a lasting impression on someone below.
- 7.1.7 Make all plywood cuts on the ground and pass them to those working on the rood. Work in teams when lifting plywood sheets onto the rood-with several pushing from below and several more pulling it onto the roof.
- 7.1.8 Remove nails from a discarded lumber as soon as practical.
- 7.1.9 Always wear a hard hat during the framing stage. Watch for materials falling from above.
- 7.1.10 Use caution when walking on floor joists. Watch your footing.
- 7.1.11 Cover stairs openings as soon as sub-floor is installed with suitable materials screwed to the sub floor with deck screws.

- 7.1.12 Install a temporary 2x6 about 6” from the bottom of the first course of roof sheathing as soon as it is installed to prevent tools or personnel from sliding off the roof
- 7.1.13 Install GFCI circuits in the temporary power system.
- 7.1.14 Stairway with 4 or more risers or which rise more than 30” must include a handrail at 36” high from the plane of the horizontal surface.
- 7.1.15 Take precautions when climbing onto or off of the roof. This is when many roof related falls occur.
- 7.1.16 Do not step backwards on a roof. Every year, experienced roofers fall off the roof by stepping backwards off of the edge.
- 7.1.17 When roofing, wear shoes with soft soles with some tread left.
- 7.1.18 Loose materials and sawdust should be removed frequently from the roof surfaces.
- 7.1.19 When standing up walls, make sure there are enough people to hold up the wall, and have bracing ready so it can be fastened as soon as possible.
- 7.1.20 Do not allow personnel to work beneath areas being roofed.
- 7.1.21 Never work on a roof alone.
- 7.1.22 Move materials close to the work area to minimize carrying distances.
- 7.1.23 Remove nails from scrap-discard properly.
- 7.1.24 Use proper hand tools

## **7.2 Roofing**

- 7.2.1 Those working on the roof will need to be aware of those working underneath them.
- 7.2.2 Do not step back to admire your work! Be aware of your surroundings.
- 7.2.3 Take care when handling drip edge. Edges are sharp.
- 7.2.4 Take care when walking around the roof. Sweep periodically to remove loose gravel and debris. Pick up nails and chips.
- 7.2.5 Retract utility knife blades when not in use.

## **7.3 Window and Door safety**

- 7.3.1 Work within a comfortable distance from the ladder. If the distance is too great, move the ladder.
- 7.3.2 Make sure someone holds each window or door in place until it is permanently secured.
- 7.3.3 Do not use window openings as ladders.

## **7.4 Insulation and Drywall**

- 7.4.1 Retract the blade of the utility knife when not in use and keep fingers clear of the cutting path.
- 7.4.2 Do not assume that everybody else is holding the sheet of drywall. Make sure it is held in place until firmly secured.
- 7.4.3 Know where your extension cords are to avoid falls.
- 7.4.4 When cutting drywall for door and window openings, make sure that no one is near the other side of the wall
- 7.4.5 Utility knives are very sharp-keep your hands out of the path of the blades. Always retract the blade or install guard when not in immediate use.
- 7.4.6 Fiberglass particles can be particularly harmful. When handling insulation, wear sturdy, loose, long sleeved clothing, gloves and goggles (even glasses are inadequate protection), facemask, a respirator and a hat.



- 7.4.7 If particles get on your skin, do not scratch. Shower as soon as possible.
- 7.4.8 Drywall is very heavy. Stack drywall materials so that they are stable and secure. Do not ever pull a stack away from the wall as many bones have been broken by shifting stacks.
- 7.4.9 Safety glasses and masks help prevent drywall dust from getting in your eyes and lungs, especially when working on the ceiling. Applies also to spackling and sanding spackle

#### **7.5 Paint, Floor & Interior Trim:**

- 7.5.1 Ensure ladders are in good condition
- 7.5.2 Maintain good housekeeping in the work area
- 7.5.3 Wear respiratory protection when sanding and painting as appropriate
- 7.5.4 Be aware of others working in the vicinity, you don't want to miss your mark and strike someone working in the adjacent area.

#### **7.6 Landscaping**

- 7.6.1 Use proper tools for the job
- 7.6.2 Do not over life-place supplies as close to the work area as possible, get help if needed
- 7.6.3 Contact electric, gas, and phone companies for the location of cables prior to digging

### **8.0 Accident Procedure and Reporting**

- 8.1** All accidents, no matter how minor or trivial, should be recorded on the accident report form
- 8.2** In the cause of minor accidents first aid may be administered on site at the time of occurrence, if the patient consents. The decision to continue work is the patients. The site supervisor has authority to disallow future work for a period of time, or to assign a less strenuous task, appropriate to the injury.
- 8.3** In the case of a serious accident, the 911 system shall be activated, appropriate first aid administered and the patient kept as comfortable as possible until medical help arrives on the scene.
  - 8.3.1 Habitat for Humanity office(s), and patient emergency notification reference(s) shall be notified as soon as possible.
  - 8.3.2 All accident reports shall be kept on file for a period of two years.

# Appendix A: Site Supervisor Check List

## Responsibilities:

- Read the attached safety process materials
- Attend the Morning Planning Meeting with the House Leader and Crew Leaders
- Participate in the Morning Meeting with the Volunteers
- Wear an clearly identifiable hardhat or vest throughout the work period
- Interact with any Volunteers who missed the Morning Safety Meeting about the issues discussed
- Provide safety coaching for the Volunteers
- Audit the use of ladders, power tools, personal protective equipment

## Morning Meeting

### 1. Purpose

The House Leader, Crew Leader and Site Safety Observer meet at the site 30-45 minutes prior to the scheduled arrival of the Volunteers. The purpose of this meeting is to discuss the day's planned work, and to assign tasks to the Crew Leaders. The discussion will include details about the technical aspects of the day's tasks, the materials to be used, the location of the materials, the tools needed and where they can be acquired.

Additionally, and safety issues associated with the day's planned work are discussed among the House Leader, Crew Leaders and Site Safety Observer. This discussion sets the agenda for the safety portion of the morning meeting with the Volunteers.

### 2. Role of the House Leader in the Morning Meeting

After the Volunteers arrive, the House Leader will describe the day's work and discuss the assignments of the Crew Leaders and the crews they will be guiding. The House Leader will also introduce the Site Safety Observer to the group and the briefly describe the role of the Site Safety Observers as an observer and coach who will spend a portion of the day raising the awareness of the personnel on site about site safety issues.

### 3. Role of the Site Safety Observer in the morning meeting

Since the Site Safety Observer participates in a prior discussion with the House Leader and Crew Leaders about the safety issues associated with the day's planned work, this information will prepare the Site Safety Observer to talk about these issues with the Volunteers during their morning meeting. This discussion will include and hazards that result from the site conditions and potential hazards associated with the planned tasks.

The Site Safety Observer will also point out the posting location of the HFHSL Work Site Safety Checklists and recommend these to the attention of the Volunteers during their breaks.

## Appendix B: Habitat for Humanity International Site Safety Program Self-Assessment

Check List  
Questions

Yes    No

Has your affiliate developed a written safety policy?

Is the Affiliate Operations Manual and Safety Guide accessible to all site leaders?

Does your affiliate distribute and collect liability waivers for every job site?

Does your affiliate have accident report forms available for use on the job site?

Does your affiliate have emergency numbers posted on the job site?

Is personal protective equipment (hardhats, safety goggles, gloves, dust masks , hearing protection) readily available on the job site?

Does your affiliate carry Volunteer accidental medical insurance, liability and builder's risk?

Does your affiliate have a safety plan that includes information on emergency procedures, safety training and safety job roles?

Is all the equipment your affiliate uses-especially power tools, scaffolding, ladders and extension cords-safe and OSHA approved?

Do all your volunteers and partner family members receive basic safety training prior to engaging in work on the site?

Does your affiliate have "safety talks" printed and available on site for each of the primary aspects of construction?

Has your affiliate designated a person or team to oversee all aspects of the approved safety plan?

## Appendix C: Tool Supply List

### Sample 25 Person First-Aid Kit

- [50] ¾" x 3" Adhesive bandages;
- [1] 2" x 4.5 yd conforming gauze bandage roll;
- [1] Triangular /Sling badge;
- [1] 5"x 9" Trauma ABD pad;
- [6] 2"x2" Gauze dressing pad;
- [2] Sterile eye pad;
- [1] ½" x 5 yd Adhesive First-Aid tape roll;
- [1] 4"x5" Instant cold compress;
- [12] Antiseptic cleansing wipes;
- [6] Triple antibiotic ointment pack;
- [12] Aspirin tablets;
- [2] FDA approved vinyl barrier gloves;
- [1] 4oz. Eye wash;
- [3] Sting relief pads;
- [1] Pair of scissors;
- [1] Tweezers;
- [1] 72 page AMA at-a-glance First Aid Guide
- [1] Plastic case

### Additional Items:

- [5] Knuckle bandages
- [2] 4"x4" Gauze Dressing pads
- [5] Iodine infection-control wipes
- [1] CPR face shield

Add yellow safety tape Building supply

Trash containers fast clean-up, keep work site clean

#Hard Hats

#Safety goggles

Appendix D:  
Accident Report Form

Name of Injured: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_

Position: \_\_\_ Volunteer \_\_\_\_\_ Staff

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

Place of Injury: \_\_\_\_\_  
\_\_\_\_\_

Nature of the Injury?

Witnesses to injury:

How did the injury occur? Describe the injury in detail.

Was first aid administered at the time of the injury? If so, describe.

Was professional medical treatment sought? If so, give name and address of treating practitioner/hospital.

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