

Rutherford County Habitat for Humanity Safety Policy

(Must be signed annually by anyone working on the construction site)

Work Day Preparation

- Prior to the arrival of volunteers, the Construction Manager 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 appropriate condition will not be used.
- 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.
- Every work crew must have a safety coordinator appointed. They will be responsible for helping the construction manager watch and correct any safety concerns.
- A well-stocked first aid kit must be on site.
- A cell phone should be accessible in the event of an emergency. The construction manager will make his available.
- The construction manager or crew leader must mark off or cover any holes or ditches.
- Any volunteers trained in CPR and/or first aid shall be acknowledged at the morning meeting.

General Safety Guidelines

- Hard hats will be available at the construction site. It is recommended that these be worn at all times. People on the ground or in the house must wear hard hats if anyone is working overhead.
- 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.
- 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 manager 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.
- The safety coordinator or construction manager must approve the positioning of ladders.
- 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

I have read and understand the safety guidelines listed above. I also understand that Rutherford County Habitat for Humanity, Inc. cannot be held liable for any injuries or illness that I suffer beyond the limited accident policy underwritten through Wells Fargo for Habitat for Humanity International, Inc., Americus, GA. I expressly waive any such claim for compensation or liability on the part of Rutherford County Habitat for Humanity, Inc. beyond the coverage of this accident insurance plan.

Name (please print)

Address (Street, City, State, Zip)

E-mail address (to receive work day updates)

Phone

Date

Signature

Signature of Parent for children under 18 years of age