

CONSTRUCTION SITE SAFETY AND GENERAL EXPECTATIONS

Welcome! We thank you for contributing your time and skills to help Habitat assist area residents to have safe, decent, and affordable housing.

We depend upon each volunteer to understand and to follow these guidelines.

OUR GOAL is to ensure that each and every volunteer

- works safely
- has fun making a meaningful contribution to the day's activity within an environment characterized by mutual respect.

AGE AND PHYSICAL LIMITATIONS:

- No one under 16 is permitted on a job site unless doing finish work. 14 and 15 year olds can help with painting and landscaping. No one under 18 can operate a power tool, climb ladders or scaffolding, or be on a roof. 16 and 17 year olds can climb 4 steps on a step ladder.
- People who have physical limitations due to injury or age are asked to stay within their comfort zone and to not take any risks.

KNOW the whereabouts of the first aid kit before you start working.

ASK the Site Supervisor if you are uncertain about how to do a task or operate a tool.

If you don't feel comfortable doing something, please DO NOT do it!

CONCENTRATE on your task and avoid distractions.

DRESS WITH SAFETY IN MIND:

- Wear hard hats whenever there is a danger of falling objects, for example, when people are working above on ladders, roofs, or scaffolding
- Secure all loose clothing especially around power tools.
- Tie back long hair.
- Do not wear jewelry.
- Wear work boots or thick soled athletic shoes. Open-toed shoes or sandals are not acceptable.
- Wear work gloves when appropriate.
- Wear eye protection when operating power tools and when appropriate.
- Wear face masks when sanding drywall or working with insulation.



Hard hats, work gloves, face masks, ear plugs and protective eyewear are available at the work site. Volunteers are urged to use any of the above as conditions warrant.

EMERGENCY PHONE NUMBERS – Ambulance – Fire – Police 911

362-2121 – Manchester Town Police
442-1030 – Bennington Police – 413-458-5733 – Williamstown

362-1995 – Manchester Rescue Squad
823-5200 – Pownal Rescue Squad

TOOLS:

- Handle and carry tools with care. Keep pointed or sharp edges turned downward. Do not carry sharp tools in your pockets or leave lying around the worksite.
- Before operating any power tools, seek instruction from the Site Supervisor. Keep fingers away from moving parts.
- Ensure that the power cord is out of the cutting area of any power tool.

ROOF and LADDERS: A ladder is pitched at a safe angle if you can grasp a rung at shoulder height.



- **Exercise caution when using ladders.**
- **Ask a partner to steady a ladder.**
- **Place** ladder on a stable surface and take the time to move a ladder near work area
- Habitat volunteers are not allowed to work on a second story roof. When working on a one story or shed roof, move slowly and carefully. Never put anything down on a pitched roof. Use a tool belt.
- Be careful with tools and other objects so that they do not fall off and injure others. Falling objects are a major cause of injury on the work site. Be aware of people working above, around and below you.

SCAFFOLDING: Scaffolding accidents include tools or materials being kicked or dropped on people below.

- Exercise extreme caution when working on scaffolding.
- Make sure the planking is safely attached.
- Do not lay tools down on the planking.

LIFTING and CARRYING: When lifting,

- Stand close to the load, bend your knees, grasp firmly, and then lift by straightening your legs.
- Keep your back straight and your body vertical. Get help with heavy or long loads.
- Always be aware of others around when you are moving things, such as long boards.

MAINTAIN GOOD HOUSEKEEPING: The job site should be left clean at the end of the day.

Each volunteer is asked to

- Dispose of personal refuse.
- Place trash/scrap materials, etc. in containers provided. **RECYCLE** wood!
- Remove nails or bend them over on scrap lumber to avoid injuries.
- Return all tools to the storage areas.
- Return nails to the proper container.
- Return tool belts and hard hats, etc. to the storage area.

WORKING ENVIRONMENT - Team work makes the dream work. Habitat volunteers typically have skills ranging from novice to expert and everything in between. Each Volunteer needs to

- Practice and teach safety, look out for each other at the work site, offer encouragement and a helping hand especially to inexperienced volunteers. Understand that profanity, insensitive or degrading comments, or harassment of any kind are unacceptable.

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