

HfH Missoula Safety Policy

TO: All employees, volunteers, partner families, suppliers, subcontractors, and visitors to HfH Missoula jobsite.

Our organization is dedicated to the promotion of safety in the workplace. It is our policy to provide a safe and healthy work place. Volunteers, visitors, and entities affiliated with HfH Missoula will adhere to the safety rules, policies, and program elements issued in conjunction with this policy statement and outlined within this written program. Failure to do so will result in corrective action for volunteers and termination of contract(s) for suppliers or subcontractors.

Every effort will be made to comply with state and federal guidelines in order to assure the safest workplace possible. In return, volunteers are required to exercise common sense in regard to safety and to report all unsafe acts, operations, conditions, and any accident or near miss to the Site Supervisor and or crew leader. All hazardous or potentially hazardous situations will be eliminated before work is conducted.

We also realize that the responsibility for promoting safety in the workplace must be equally shared by all members of the organization. The Executive Director and the Board accepts the responsibility for implementing, and improving safety policies in the workplace. The Site Supervisor, crew leaders, and volunteers are equally responsible for ensuring that all operations are conducted with the utmost regard to health and safety.

The Executive Director and the Board gives its full support to all personnel who enforce and apply these policies in the workplace.

Executive Director _____ date: _____.

Board President _____ date: _____.

Safety Policy for Work Site Volunteers

Contents	Page
Safety Policy Statement	1
Table of Contents	2
Introduction	3
Policy Goals	3
Responsibilities	3-4
General Habitat Safety Policies	5-6
Competent Person	6
Safety Meetings	6
Workplace Inspections	7
Accident Reporting, Investigation, and Record Keeping	7
Youth Volunteers	7
Emergency Medical Care	8
Application of this Policy	8
Waiver and Safety Policy Acknowledgment	8
Ancillary Programs	8
Personal Protective Equipment	8
Power Tools and Other Electrical Equipment	9
Saws	9
Hand Tools	9
Extension Ladders	10
Step Ladders	11
Scaffolding	11
Clean Work Site	11
Toxic Substances	11
Accident Notification	12

Introduction

A Construction site by nature can be an extremely busy and confusing area to be around, especially for a new volunteer. Listen to the Site Supervisor and crew leader, they will help you to safely build a habitat house. Pay special attention to moving equipment, vehicles, and individuals carrying loads. They may not know you are unfamiliar with the setting and routine of daily activities. Make eye contact with operators and drivers, indicate your intention and wait for their acknowledgement. Avoid blocking the path of those carrying loads so as not to cause them a sudden stop or shift in what they are carrying. Thoughtful courtesy equals safety for everyone.

Safety is everyone's concern. Safety is always an important consideration on a Habitat construction site. Habitat work crews normally have a high proportion of inexperienced people, everyone must be attentive to safety. Be conscious of the safety of others as well as yourself. Be cautious at all times. Ask the Site Supervisor or your crew leader if you are uncertain as to: how to do a job, use a tool, or to find a more suitable job.

Safety is based on knowledge, skill, and an attitude of care and concern. It is very important that we know safe work practices and follow them.

The most important safety officer is you.

Policy Goals:

The goals of this program are to:

- ⇒ prevent accidents and injuries in the workplace;
- ⇒ provide safety training to all employees and volunteers.

The Site Supervisor, crew leaders and volunteers along with support from the Executive Director and the Board, will make every effort possible to see that these goals are met at all jobsites.

Responsibilities:

In addition to the responsibilities for the Executive Director, Board, Site Supervisor, and volunteers outlined throughout this program, the following responsibilities for each have also been identified.

The Executive Director and the Board will be responsible to:

- ⇒ provide direction, motivation and accountability to ensure an active and effective safety program in the workplace;
- ⇒ provide support for safety program activities;
- ⇒ provide necessary safety equipment and materials to assure compliance with safety policies;
- ⇒ assure the Site Supervisor is adequately trained, certified where necessary, training is kept current, and is knowledgeable in applicable state and federal regulations;
- ⇒ review accidents and safety complaints, and work with the Site Supervisor to correct any deficiencies that may be found in the program;
- ⇒ periodically take part in safety meetings and gather feedback from volunteers;

- ⇒ support the Site Supervisor with the enforcement of safety policies.

Site supervisor, competent persons, and/or crew leaders identified within this program will be responsible to:

- ⇒ with support and assistance from the Executive Director and the Board, assure volunteers comply with safety regulations and policies in the workplace;
- ⇒ inspect the workplace on a daily basis;
- ⇒ conduct accident investigations, investigate complaints and initiate any corrective action that may be needed;
- ⇒ conduct training for employees;
- ⇒ assure documentation is up to date within the safety program;
- ⇒ monitor subcontractors for compliance with HfH Missoula safety policies;
- ⇒ notify the proper persons in the case of an accident;
- ⇒ if necessary provide a copy of the safety program to subcontractors;
- ⇒ set a good example for all employees to follow.

Volunteers are responsible to:

- ⇒ comply with safety rules and regulations;
- ⇒ report all accidents and injuries immediately;
- ⇒ use proper tools and personal protective equipment (PPE) when applicable;
- ⇒ report unsafe conditions to the site supervisor and or crew leader;
- ⇒ help maintain a clean and safe work area;
- ⇒ participate in safety training sessions;
- ⇒ set a good example for others to follow.

Subcontractors are also responsible to:

- ⇒ comply with state and federal safety regulations as well as HfH Missoula's safety policies as outlined in this program;
- ⇒ provide for the Site Supervisor as needed the location of, or copies of MSDS's for materials used on the jobsite;
- ⇒ report all accidents and injuries that occur on the jobsite to the Site Supervisor;
- ⇒ supply and use their own PPE when it is applicable;
- ⇒ attend jobsite safety meetings upon request;
- ⇒ report any unsafe condition to the Site Supervisor.

General HfH Missoula Safety Policies

- All volunteers shall follow all applicable Safety Policies and conduct operations in the safest manner possible.
- Failure to adhere to safety rules and policies will result in corrective action.
- The Site Supervisor will be qualified as a ‘competent person’ and be responsible for safety related issues at the job site.
- **Think before you do your work or task.**
- Safety meetings will be held daily or as often as necessary to instruct volunteers in how to safely perform their job.
 - ◆ Volunteers will be trained in the inherent hazards of their job and understand how to perform their job safely.
- While youth participation in Habitat activities is appreciated, there are special rules that apply to youth volunteers on a construction site. These rules are listed later in the Safety Policy and are to be followed at all times.
- If you are uncertain about how to do a task or how to operate a tool ask the Site Supervisor or crew leader.
 - ◆ If you feel uncomfortable with an assigned job or the use of a tool to do a job, **Do Not Do It.** Let your crew leader know. You will either receive more training on how to do the job, use the tool, or be assigned a different task.
- Concentrate on your task and eliminate distractions (talking, joking, and kidding).
 - ◆ **The use of I-pods, or CD players with earphones – ear buds is not allowed.**
 - ◆ Horseplay on the job site will not be tolerated.
- If you see something you consider an unsafe condition or action, tell your crew leader or the Site Supervisor.
- The Site Supervisor will visually inspect the jobsite for hazardous situations at the start of each day.
- Volunteers will report all accidents and unsafe conditions to the Site Supervisor and crew leader.
- All appropriate personal protection equipment (PPE) will be worn when applicable.
- Proper clothing is as essential to safety as the proper selection and use of tools. Wear clothes and gloves that are appropriate for a construction site, and weather conditions.
 - ◆ Loose clothing, long hair, and jewelry can be dangerous around power tools.
- Boots are the preferred footwear on the job site. Sneakers (tennis shoes) are acceptable.
 - ◆ Sandals, flip-flops are not to be worn on the job.
- A volunteer can not work alone at the work site without authorization from the Site Supervisor.
- Never enter a ditch or hole without approval of the Site Supervisor.
- Don’t lift beyond your strength. Get a partner. Remember to bend your knees and lift with your legs keeping your back straight.
- Walk, **do not run** when carrying tools and materials.
- Keep an eye on your load as you move and turn so as not to hit someone.
- No alcohol or illegal drugs are allowed on the site. Any use of alcohol and/or drugs on the jobsite will be grounds for immediate removal from jobsite.
 - ◆ Volunteers taking prescription or ‘over the counter’ medications that have as part of the warning on the label – “do not drive, operate machinery, or power tools” – should stay at home.

- Any machine or tool with broken or missing safety device(s) will be taken out of service, tagged, and not used until repaired or replaced.
- Housekeeping will be an inherent part of every job and conducted daily.
- This safety program may not address every requirement for each individual operation. This program is not intended to replace independent thinking and common sense safety practices in the workplace.
- A copy of the HfH Missoula safety program will be located at each jobsite.

Competent Person

The Site Supervisor through training and experience will be HfH Missoula's designated 'competent person' and will assume the responsibilities of a 'competent person' on the jobsite. Other volunteers with training and or experience may be designated 'competent person' for specified jobs by the Site Supervisor.

The responsibilities of the Site Supervisor, competent person, crew leader at the jobsite will include, but not be limited to the following:

- follow all safety policies and set the "example" of job safety at the jobsite;
- conduct training for volunteers on the jobsite;
- be familiar with and trained in all aspects of the jobs being conducted on this jobsite;
- possess knowledge of the safe operating procedures for each job and the potential hazards of each job;
- know the organization's safety program and the ancillary programs, including state and federal regulations;
- have the authority to stop work and correct any hazardous situation;
- conduct and document daily workplace inspections and periodic training sessions;
- address or resolve any safety related concerns that may arise at the jobsite; and
- have the authority to enforce safety policies with corrective action if necessary.

Safety Meeting

As needed, safety talks pertinent to the work will be given on the jobsite during the course of the workday. As crews rotate in during the day make sure each new crew receives a safety talk pertinent to their job. Volunteers are required to attend the safety meetings. The meetings will be conducted by the Site Supervisor or designated person. The meetings, at a minimum, will consist of a safety topic relevant to the work to be performed by the volunteers that day. Documentation of these meetings will be kept with the safety program.

- Safety meetings will be designed to ensure that all employees and volunteers understand and are aware of the hazards to which they are exposed and the proper methods for protecting themselves and / or avoiding these hazards.
- General safety training will be provided to volunteers that change jobs, when new equipment or materials are introduced; and when training is requested by the volunteer(s).

Resources available:

- MBIA-GRIP Safety Program, MBIA Safety Manual
- web sites: www.powertoolinstitute.com, www.carpenterbooks.com

Workplace Inspections

Every volunteer will be responsible for regularly inspecting their workplace for hazards and/or potential hazards. Any hazards identified by a volunteer will be eliminated immediately or brought to the attention of the supervisor and or crew leader who will then be responsible to see that the hazard is eliminated. If the hazard cannot be eliminated, proper protection from the hazard will be provided to the volunteer.

The Site Supervisor will be responsible for inspecting the jobsite on a daily basis for compliance to HfH Missoula safety policies and to identify any hazards and or potential hazards. This inspection will at a minimum see that:

- tools and machines are in safe working condition,
- the work area itself is free from any recognizable hazard,
- all dangerous conditions are guarded and/or marked,
- volunteers are complying with established safety rules and regulations,
- the proper personal protective equipment (PPE) is being used when applicable, and
- volunteers are familiar enough with the job they are doing to avoid dangerous situations.

Documentation of all serious hazards identified during these inspections, as well as the corrective measures that were taken, will be kept with the organization's safety program.

Accident Reporting, Investigation, and Record Keeping

Employees will report all accidents and near misses immediately. In order to prevent reoccurring accidents, documentation of the accident, and / or any potentially serious near-miss situation, will be kept with the safety policy.

Records of injuries and illnesses will be kept on the OSHA 200 form located in the HfH Missoula safety program. This form will be started on January 1 of each year, list all reportable injuries and illnesses, and be posted in February of each following year.

Youth Volunteers

- In accordance with Habitat for Humanity policy, our insurance policy, and Federal regulations - - children under the age of 16 are not allowed on the construction site when construction work is being performed.
- If children under the age of 16 are on the construction site when construction is not going on, they must be accompanied by a parent, legal guardian, or designated volunteer work group coordinator and must have the permission of the Site Supervisor. Children cannot be around power tools, ladders, etc.
- All volunteers under the age of 18 on the job site will be required to have a form signed by one of their parents / legal guardian which authorizes the affiliate to obtain emergency medial treatment if necessary for the minor.
- Anyone under 18 years of age is limited in the tools and jobs they can do:
 - ◆ they cannot use any power tools, except for battery powered drills.
 - ◆ they cannot be higher than 8 feet above the ground.
 - ◆ they cannot be involved in excavation, roofing, or demolition.

Emergency Medical Care

If a volunteer is injured on the job, immediately summon medical help and contact your crew leader and the Site Supervisor. First aid supplies are located in the tool trailer first aid kit. Stabilize the injury consistent with your first aid training until medical help arrives.

Application of this Policy

Each volunteer is responsible for his own actions and should never feel compelled to act in any way that seems unsafe. If a volunteer has any safety concerns, he should state his concerns to the Site Supervisor. The application and enforcement of this safety policy is the responsibility of the Site Supervisor.

Safety policies will be enforced in the workplace. Compliance to HfH Missoula's safety policies is a condition of volunteering. Any volunteer not abiding by HfH Missoula's safety policies will be subject to corrective action. The Site Supervisor, as well as the Executive Director, Board, reserves the right to take corrective action, up to and including having the volunteer leave the job site.

Waiver and Safety Policy Acknowledgement

To work on a Habitat for Humanity of Missoula building site it is expected that you will:

- Fill out the Indemnification and Waiver of Liability form, sign it, and date it.
- Sign in at the start of each day at the site and sign out at the end of the day on the appropriate forms.

Copies of the Safety Policy are available at the construction trailer or from the Site Supervisor.

Ancillary Programs

Ancillary programs applicable to operations have been developed. These programs are included within this safety program. Volunteers will be trained in the elements outlined by these programs as needed. Documentation of this training will be kept with the organization's safety program.

The following sections deal with safe tool use and handling on a habitat construction site. They are by no means all of the safety issues, which can and do arise on a construction site. The most important component of working safely is **YOU, be aware of what is going on around you, and ask questions if you do not understand something.**

Personal Protection Equipment (PPE)

- Personal protective equipment (earplugs, dust masks, protective glasses, goggles, face shields, gloves) are available and will be used if so directed by the Site Supervisor or crew leader.
- Hard hats should be worn when working below others, where there is an overhead hazard, or when working in the vicinity of heavy equipment such as loaders, excavators, and backhoes. Hard hats are available at the site. Ask the Site Supervisor if you think you need one.
- A worker will be provided protective glasses to wear any time he or she is operating a power tool, when using a hammer, in dusty conditions, or when instructed by the Site Supervisor to do so.
- Masks and protective glasses are available when sanding, spray painting or in dusty conditions. Ensure adequate ventilation when engaged in these tasks.

Power Tools and Other Electrical Equipment

- All power tools must be in good, safe working order. Deficient tools should be brought to the attention of the Site Supervisor right away for appropriate tagging to avoid re-use prior to repairs being completed.
- Do not use any power tool without proper instruction on its use and what can happen if the tool is not used properly.
- Volunteers who bring their personal power tools are responsible for their own tools and must instruct users when loaning equipment to other volunteers.
- **All guards must be on the tools and in good working order.**
- Never lower or carry a power tool by its cord. Tools used outside or in a wet environment are to be protected with a ground fault interrupted (GFI) plug or circuit.
- All temporary lights must be equipped with non-conductive guards
- Extension cord usage:
 - ◆ Extension cords must be properly sized for the distance from the outlet. Do not use under sized cords as this can damage the tool, cause electrical shorts, or cause the tool to malfunction.
 - ◆ Extension cords must have a 3-pronged plug on the male end and plug-in capable of receiving a 3-prong plug on the female end.
 - ◆ Extension cords cannot have frayed insulation, or exposed wires at the ends.
 - ◆ Extension cords are not to be hung from nails or staples, or suspended from wires.

Saws

- Do not use any power saws corded or battery powered unless you are proficient.
- Don't use a power saw unless a spring-actuated blade guard is in place and working.
- Always support what you are cutting. Never attempt to cut something that could tilt or fall and cause the saw to slip or kick back.
- Always unplug saws to carry them, to change blades, or to make platform adjustments.

Hand Tools

- Always select the correct type and size of tool for your work and be sure it is sharp and properly adjusted.
 - ◆ **Do not use** a tool if the handle is loose or in poor condition.
 - ◆ Dull tools are hazardous to use because excessive force must be used to make them cut.
- When using hand tools hold them correctly. Some edge tools should be held in both hands with the cutting action away from yourself. Avoid using your hand or fingers as a guide to start a cut, but if it is necessary, use extreme caution.
- Handle and carry tools with care. Carry only a few tools at one time. Keep edged and pointed tools turned downward. Do not carry sharp tools in your pockets.
- A hammer should not be placed on a sloping surface, or on the steps or top step of a ladder.
- Utility knives should be retractable for greater safety.
- When not using tools such as shovels and rakes, stand them up with the point down, or facing toward the wall, or lay them on the ground with the point down.
- Tools are to be returned to the toolbox or shelf in the tool trailer where they came from.

Extension Ladders

- Ladders are invaluable. Improper use of ladders can result in serious injury. Always inspect a ladder before use.
- No more than **one person** on a ladder at any time.
- Use a ladder that will reach the work. An extension ladder should reach three feet above the work level.
 - ◆ Move your ladder with your work.
 - ◆ If, while you are working, both of your shoulders are extended outside the ladder, you are reaching too far. **Move the ladder!**
- Make sure ladder size meets job demands.
 - ◆ When using a ladder to climb onto the roof, it must extend three feet above the edge of the roof.
 - ◆ Extension ladders must be overlapped a minimum of three rungs.
- Use proper angles when setting up an extension ladders. Use the “four to one” rule: for every four feet of height, move the ladder one foot from the wall.
- If it becomes necessary to place a ladder in or over a doorway, or over a stairwell, barricade the door, or both ends of the stairwell so no one can walk under the ladder.
- Place both of the ladder feet on a substantial and level base, not on movable objects.
- Secure extension ladders by tying off the top or securing the base, or doing both.
- Before climbing extension ladders make sure latches are properly engaged and feet are securely set flat on the ground or if on soft soil pointed into the ground.
- A steadying person shall be positioned at the foot of all ladders over 15 feet in length.
- Do not climb higher than the third rung from the top on an extension ladders. Be certain that your shoes are not greasy, muddy, or slippery before you climb.
- Do not place a ladder against a window pane or sash.
- Never use an aluminum ladder in the vicinity of electrical lines and never outdoors during an electrical storm.
- Carry tools and materials in proper carrying devices and keep your hands free for climbing.
- When ascending and descending, always face the ladder.
- Use ladders for the purposes for which they were designed. Do not use ladders for skids, braces, or workbenches.
- Do not place tools or materials on steps.

Step Ladders

- **Do not** substitute a step ladder for an extension ladder, in other words do not fold up a step ladder and lean it against a wall to climb up.
- Place all 4 feet on solid, flat and level surface.
 - ◆ Fully extend the spreader arms and lock so the legs cannot fold up.
- Do not stand on the top step or the next-to-the-top step.
- Carry step ladders vertically, not horizontally.
- Do not leave tools or materials on the steps or top of a ladder.
- Do not use aluminum step ladders while using or working on electrical equipment.
- Do not use a step ladder to support heavy objects such as timbers.

Scaffolding

- Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of the Site Supervisor or a designated 'competent person'.
 - ◆ Scaffold erection, moving, dismantling or altering will be performed only by experienced and trained volunteers selected for such work by the Site Supervisor.
 - ◆ Hardhats are required for people erecting, moving, dismantling, or altering scaffolding.
 - ◆ Scaffolding is to be inspected each morning before being used by the competent person. A checklist is available and records of inspections are to be kept with the safety records.
 - ◆ Training is available from MBIA-GRIP and OSHA.

Clean Work Site

- A clean work place is a safe work place. This refers to the neatness and good order of the construction site. Good housekeeping contributes to the efficiency of the worker and is important in preventing accidents.
- During demolition remove all nails or screws from pieces of wood.
 - ◆ **Pull all nails or screws from scrap pieces of wood before throwing them in the scrap pile.**
- Keep the work area clean and safe.
 - ◆ Keep aisles and walkways clear.
 - ◆ Clean up all rubbish and scrap materials on a daily basis.
- Return tools to Tool Trailer; put nails and tools in proper containers.
 - ◆ Tools and equipment not being used are to be put in the tool trailer in their proper tool boxes. This protects the tools and the workers.

Use the last half-hour of your time to help clean all areas and put tools away.

Toxic Substances

When the possibility exists of hazardous materials being present, the Site Supervisor will instruct the workers in the proper methods of handling and disposal. Do not handle or dispose of suspected hazardous materials without proper instruction.

The following page is to be prominently displayed in the tool trailer / job site.

In Case of an Accident

Render First Aid; if you are not qualified find someone who is.

Contact your crew leader, and the site supervisor.

Contact 911 --- if necessary --- be sure to know the address, if needed send a guide to help emergency response people find the site.

Transport --- if an ambulance is not necessary, to ER or home provide a driver.

In the event of an accident where 3 or more people require medical attention at a hospital, the OSHA office in Billings must be called within 8 hours of the incident.

In the event of an accident which results in a fatality:

1. the County Sheriff's must be notified **immediately**, Site Supervisor to do
2. the OSHA office in Billings must be notified within 8 hours

OSHA – Billings, Montana phone number: 406-247-7494

Executive Director to make the call to OSHA.

An answering machine is available for messages after normal business hours.