Guidelines for a safe attitude

1. THINK before you do your work or task.
2. If you are uncertain about how to do a task or how to operate a power tool—ASK A SUPERVISOR.
3. Concentrate on your task and eliminate distractions.
4. Know where the first-aid kit is located and how to get emergency help.
5. Inspect all power tools, hand tools, ladders and scaffolding on a daily basis.
6. Advise your supervisor IMMEDIATELY of any unsafe or hazardous tool or condition.

Proper safety equipment

Proper clothing is as essential to safety as the proper selection and use of tools. Wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing is dangerous around power tools.

Workers shall wear work boots or thick-soled shoes at all times when on a construction site. Any worker wearing sandals or other types of inappropriate footwear shall not be permitted to remain at a construction site.

Hard hats are to be worn while doing demolition work, during the framing stage of construction, or when required by a supervisor, and are to be made available to workers on each job site at all times.

Protective glasses will be available for every construction worker. A worker must wear protective glasses any time he or she is operating a power tool or when instructed by a supervisor.

Each worker must wear a dust mask when installing insulation, sanding or when instructed by a supervisor. Ear plugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor. Ear plugs are to be made available to workers on each job site at all times.

Power tools and other electrical equipment

A power tool should not be used without proper instruction on its use and on what can happen if the tool is not used properly. The instruction should be done by a qualified person and should be given to all workers; even experienced do-it-yourselfers should receive instruction. The trainee should use the power tool in the presence of the instructor, until the instructor is satisfied that the trainee knows how to use the power tool properly.

Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be equipped with a toeboard to eliminate the possibility that tools or debris will be kicked or pushed onto people below. A special word on saws:

A special word on saws:

1. Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the saw mill will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
2. Maintain the blade guard. A spring-actuated blade guard often can become bent and won't slide quickly, or the spring can become stretched so the return is slow. Repair any damage to the guard as soon as it happens, and NEVER tie the guard back out of the way.
3. Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.

Scaffolding

All scaffolding that is elevated 10 feet or more must be equipped with a safety railing. All scaffolds must be inspected and the materials resting on it. Scaffolding components that are not designed to be compatible should not be mixed.

Scaffolding components should be cleaned daily and on dry days. Do not use tools that have been used in wet or damp conditions. Scaffolding should be checked daily.

Inspect scaffolding each day before using it. Never use damaged or defective equipment and avoid rusted parts since their strength is unknown. When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade. Make sure to plumb and level scaffolding and do not force end braces when constructing the scaffolding.

Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking.
Clean work site
A clean work place is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents. Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Clean up all rubbish and scrap materials on a daily basis. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire or other materials to accumulate on the work site. They interfere with work and can constitute a hazard. Keep tools and equipment that are not being used in chests, panels or tool boxes. This protects the tools and the workers. Never leave a work site unguarded unless all tools and materials have been properly secured.

Poisons and toxic substances
The poisons and toxic substances that can be found most often on a work site are asbestos, lead oxides, solvents and animal feces. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance. If you discover asbestos fiber being used as pipe, boiler or heating duct insulation, contact your supervisor immediately. DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN. Scraping exterior woodwork, demolishing lead-painted walls and stripping old mill work are the principal ways that workers can be exposed to lead chips, dust and particles. Contact your supervisor immediately if you discover any lead-painted surfaces. Masks are the best protection against breathing germs that can be borne in dust containing animal feces (such as rodent droppings).

Emergency medical care
If someone is injured on the job, contact your supervisor immediately and summon any needed medical help. You also should use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives. Your supervisor is trained in first-aid and will help any injured worker. Insurance forms necessary to obtain emergency medical care are located in every first-aid kit.

Steps to Implement Safety
1. Establish a board policy on safety.
2. Have a written safety policy.
3. Program a regular safety orientation talk.
   Sample Safety Orientation Talk
   We don't want anything to ruin your experience today. This includes an accident of any sort. Some simple guidelines will help make it a Safe Day. They include:
   1. Be aware of situations which can lead to risky or dangerous situations, your attitude is important.
   2. Help maintain a clean work area . . . clutter leads to accidents.
   3. Be sure you are wearing the necessary protective equipment, including glasses, hard hats, shoes, dust masks, and ear plugs.
   4. Do not take chances.
   5. Report all unsafe conditions to supervisor.
   6. If there is an injury, know whom to contact and where first aid is.
   7. Be particularly careful about power tools and saws.
   8. Ladder safety.
   10. Other areas of concern.
4. Post Work Crew Safety Sheet on site.

HABITAT’S SAFETY GOAL:
ZERO ACCIDENTS