

Let's Keep Building!

## Policy 6: Construction Safety Procedure

### Policy

It shall be the policy of Habitat for Humanity of St. Joseph County, Michigan, (HFHSJCMI) to comply with the following Construction safety requirements. This Construction Safety Procedure Policy for Habitat for Humanity of St. Joseph County, Michigan, constitutes safety training for staff and volunteers that work on a construction project. A daily safety briefing will also be conducted to remind workers of critical safety issues.

### Guidelines For Safety

1. Follow all safety instructions and consider these before starting 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 condition or hazard.

### Proper Safety Equipment

Proper clothing is essential. Wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing is dangerous around power tools.

Workers shall wear proper footwear at all times; must be close toed.

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

**Protective glasses will be issued to 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 only be used after proper instruction is given on its use. The instruction will be given by a qualified person to all workers; even experienced do-it-yourselfers. 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 checked for defective switches, cords, plugs, and proper grounding. Defective tools should not be used and should either be reported to the supervisor and labeled or brought to the designated tool area for immediate repair. **(Do not wait until the end of the day.)**

In order to avoid electrical shock, the following rules must be obeyed:

1. A three pronged plug must be used on all electric power tools.
2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires.
3. All temporary lights must be equipped with non-conductive guards.

## **Hand Tools**

Always select the correct type and size of tool for your work. Make sure your tool is sharp and properly adjusted. Dull tools are hazardous to use because excessive force must be used to make them cut. Avoid using any tool if the handle is loose or in poor condition. Dirt or oil on a tool may cause it to slip, causing an injury. When using hand tools, hold them properly. Most edge tools should be held with both hands; cutting 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. Keep edged and pointed tools turned downward. Carry only a few tools at one time, unless they are mounted in a special holder or carried in a tool belt. Anyone working with a hammer at any raised height should wear a hammer loop or tool belt, and, when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or other precarious position. Do not carry sharp tools in your pockets. When not in use, tools should be kept in appropriate boxes, chests, or cabinets.

## **Saws**

1. Do not bind the blade of any saw. When cutting long panels, the blade may bind causing the saw mill to catch and kick back towards the operator. Use small wood wedges or shim shingles to spread the saw cut as you go.
2. Keep the blade guard working properly. A spring-actuated blade guard can often 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. Never tie the guard back out to 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.

## **Ladders**

Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs, and defects.

Use a ladder that will reach the work level. When using an extension ladder, extend it three feet above the work level and make sure to use the four to one rule. For every four feet of height, move the bottom of the ladder one foot away from the wall. If, while you are working, both of your shoulders are extended outside the ladder, you are reaching too far. Move your ladder with your work.

Place your ladder on solid footing. If there is danger of the ladder moving while your work, tie it down. If there is danger the ladder will be hit, barricade it.

Never use an aluminum ladder in the vicinity of electrical lines. Never use a ladder outdoors during inclement weather or on windy days.

Carry tools and materials properly, in appropriate containers, in order to keep your hands free for climbing. When climbing, always face the ladder.

## **Scaffolding**

**Only scaffolding that is pre-built or constructed by scaffolding professionals shall be used on all construction sites, unless inspected and approved by OSHA before use.**

All scaffolding which is elevated 10 feet or more must be equipped with a safety railing. All scaffolds must be equipped with a toe board to eliminate the possibility of tools or debris being kicked or dropped on people below. A scaffold must be designed to support four times the weight of the workers and the materials resting on it. Scaffolding components that are not designed to be compatible should not be used.

Inspect all scaffolding each day before using it. Never use damaged or defective equipment, and avoid rusted parts as 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 you 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 site is a safe work place. This refers to neatness and organization 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. Such materials interfere with work and can constitute a hazard. Keep tools and equipment not in use in appropriate 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 poison and toxic substances which can most often be found on a work site are asbestos, lead oxides, animal feces and solvents. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance.

If you discover asbestos fiber 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 wood work, demolishing lead painted walls and stripping old mill work are principal ways in which workers can be exposed to lead chips, dust and particles. Contact your supervisor immediately if you discover any lead painted surfaces.

## **EMERGENCY MEDICAL CARE**

If someone is injured on the job, immediately Dial 911 and contact your site supervisor. 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 with any injured worker.

# Construction Safety Procedure Policy

## ACKNOWLEDGEMENT FORM

I acknowledge that I, the undersigned, have received a copy of Habitat for Humanity of St. Joseph County, Michigan, Construction Safety Procedure Policy. I have read and reviewed the policy. I understand and agree to comply with the policy and will attend all required daily safety briefings.

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Name of worker (please print) \_\_\_\_\_

666-A East Main Street, Centreville, MI 49032  
P.O. Box 96, Three Rivers, MI 49093  
Habitatsjcmi.org  
(269) 467-4663

