



# Affiliate Safety Manual

Updated: 7/16/24

**Construction**

**Deconstruction**

**ReStore**

**Warehouse**

**Vehicle Use**

## Table of Contents

Safety Policy .....	4
Drug-Free Workplace Policy.....	4
Safety Plan .....	5
Competent Person .....	7
Safety & Health Training .....	7
Periodic Retraining of Employees/Volunteers.....	8
Age Restrictions for Volunteers .....	8
Hazard Prevention and Control .....	8
Worksite Analysis.....	9
Written Plans .....	10
Emergency Action and Fire Protection Plan .....	10
Chemical Hazard Compliance Program.....	10
Fall Protection Plan .....	10
Bloodborne Pathogens Plan.....	10
Incident, Injuries and Near Misses.....	10
Investigation Procedures .....	11
Emergency Procedures .....	12
General Safety Rules .....	13
General Housekeeping.....	14
Personal Protective Equipment (PPE).....	14
Tool and Equipment Safety.....	15
Hand Tool Safety.....	15
Electrical Safety.....	17
Power Tool Safety .....	19
Air Compressors and Using Compressed Air.....	22
Sheetrock Lift .....	22
Ladders.....	23
Chemical Hazards and Hazardous Waste.....	24
Chemical Storage .....	24
Paints.....	25
Lead Paint.....	25

Fertilizers.....	25
Asbestos .....	26
Lifting Procedures .....	26
Deconstruction (Walls & Floors) .....	26
Vehicle and Driving Safety .....	27
Trailer Safety .....	28
Forklift Safety .....	28
Forklift Mounted Work Platform .....	28
Weather Related Safety .....	29
Fall Protection .....	31
Scaffolding.....	35
Fall Rescue Plan.....	36
Crane & Rigging Safety.....	41
Gas Generators .....	41
Appendix A – Safety Training Requirements by Work Area .....	43
Appendix B – Incident Report .....	44
Appendix C – Witness Report .....	45

## Safety Policy

The management of this organization is committed to providing employees and volunteers with a safe and healthy workplace. It is the policy of this organization that employees and volunteers report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees and volunteers must report all incidents, injuries, and unsafe conditions to staff so they can be addressed and used to prevent future incidents.

Employee and volunteer recommendations to improve safety and health conditions will be given thorough consideration. Management will give true attention to, and provide the financial resources for, the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Corrective action is based on coaching and progressive discipline. Except in cases where management determines suspension or immediate termination is appropriate, employees or volunteers who violate the policy will be subject to corrective action as follows:

- 1st violation – Documented verbal warning.
- 2nd violation - Written warning.
- 3rd violation – 3 day suspension
- 4<sup>th</sup> violation - Termination of employment or volunteer status.

The Chief Operating Officer, Construction Project Manager and ReStore Manager will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews, or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices, and performances.

This policy statement serves to express this organization's commitment to and involvement in providing our employees and volunteers with a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization.

Compliance with these safe practices and those of any regulatory agency will be required of all employees and volunteers as a condition of continued employment and/or ability to maintain a positive volunteer status.

## Drug-Free Workplace Policy

Fox Cities Habitat is committed to protecting the safety, health and well-being of all employees, volunteers, donors, partner families and vendors in our workplace. "Workplace" includes organization property, any organization-sponsored activity or any other site where you are performing work or representing the organization.

The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. All employees are

expected to contribute to maintaining a drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer or cultivation of drugs in the workplace. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. If employees appear under the influence of drugs and/or alcohol while at work, arrangements will be made to get that employee home safely.

The use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy.

An exception to the policy regarding alcoholic beverages would involve off-site events sponsored or hosted by the organization and approved by management, such as holiday gatherings for the staff at a bar or restaurant where alcohol is served. In those instances, employees are reminded that their conduct is a representation of the organization and should conduct themselves appropriately. “Responsible” use of alcohol means staying below applicable legal alcohol limits and complying with all applicable laws regarding driving.

As a condition of continued employment or volunteerism, all employees and volunteers must comply with this policy. An employee or volunteer who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment or volunteer activity.

## Safety Plan

Purpose: Greater Fox Cities Area Habitat for Humanity promotes a culture of Safety First where the physical, mental, and spiritual health of all its volunteers and staff is paramount.

### **Hazard Prevention & Control**

Heat and cold exposure - there are exposure minimums and maximums set and need to be strictly followed.

Incidents - every incident and near miss must be reported and investigated by the staff person assigned to the location. Incidents can be recorded immediately using this QR code:

First aid kits - first aid kits are available in every trailer, vehicle, warehouse, office and throughout the ReStore. They are to be well supplied and routinely checked for proper contents.

First aid and CPR training - all Construction and ReStore staff are required to attend, pass, and maintain current first aid and CPR certification.

Emergency contacts - emergency contact info is clearly posted on every trailer door, in the construction/safety manual binder, in the warehouse’s first aid cabinet and at the cashier’s desk at the ReStore.



## **Safety Manual**

A copy is available on all jobsites, in each Restore, at the warehouse and on-line. It is available to all employees and volunteers. All volunteers are given access to the on-line version of the safety manual and are required to read it before they volunteer. Employees are given access to the on-line version of the safety manual and are required to read it.

## **Responsibilities**

### Safety Managers

- Ensure that safety is adequately budgeted for the job, etc.
- Communicate safe work practices regularly.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all workers.
- Assist all employees and volunteers with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Uphold and enforce all known safe work practices.
- The Safety Managers for each work area are:
  - Construction:               Howie Fuerst and Brian Koffarnus
  - ReStore:                       JD Gildemeister and Jan Barkby
  - Warehouse/Office:       Paul Draxler

### Managers and Supervisors

- Conduct a "Daily Safety Meeting" prior to the start of each workday and again as volunteers arrive throughout the day. Attendance is required by all volunteers and employees on-site.
- All volunteers and employees in attendance must read and understand the "daily safety training sheet". They must also provide their printed name and signature on the "daily safety training sheet."
- Ensure workers are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally, conduct regular inspections of the workplace.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner.
- Investigate all incidents and take immediate corrective action to prevent re-occurrence.

### Employees/Volunteers

- Must follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask the staff person assigned to the location.
- Must immediately report all unsafe work practices, equipment, tools, near misses and all injuries to the staff person assigned to the location.
- This includes reporting unsafe behavior of other workers (employees and volunteers), if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices that this affiliate has established.

## Competent Person

Competent Person: One who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to immediately eliminate the hazards.

A Competent Person must be present:

- When scaffolding, wall jacks, center plank brackets, ladder jacks and planks are being set up.
- To perform a daily inspection before scaffolding, wall jacks, center plank brackets, ladder jacks and planks are used for the day.
- When anyone is using "fall protection."
- To give the "fall protection" safety talk.
- To ensure that safety harnesses are being worn correctly.
- To inspect the placement and the securing of all anchor points.
- When the "stairwell safety cover" is being installed.
- When crane is in use and rigging is being performed

## Safety & Health Training

### Daily Safety Awareness ([link to safety talks](#))

Workplace safety and health orientation begins before you report to the work site.

- Each employee and volunteer will have access to a copy of the safety manual for review and future reference.
- Staff assigned to the location should question workers and should answer their questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. They are responsible for informing all workers that compliance with safe work practices is required.

Construction/Deconstruction Safety Talk and Training: Everyone must attend and then print and sign their name on the attendance sheet before they volunteer on-site. These are held every workday before work begins on the jobsite and as new volunteers arrive throughout the day.

ReStore Safety Talk and Training: A safety topic is discussed each day as part of the Daily Touchbase meeting. All staff and volunteers in the store during that time participate in the safety discussion.

Refer to [HFHI Safety Huddle Talks and Audit Checklists](#)

### Safety Training Requirements

See Appendix A for [Safety Training Requirements by Work Area](#)

For daily training, the staff person assigned to the location will:

- initially train workers on how to perform assigned job tasks safely.
- carefully review with each worker any specific safe work practices, policies, and procedures that are applicable.
- observe workers performing their work. If necessary, they will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before the worker is permitted to do the work without supervision.

## Periodic Retraining of Employees/Volunteers

All employees and volunteers will be retrained periodically on safe work practices, policies, and procedures, and when changes are made to the written safety program.

If necessary, individual employees and volunteers will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when employees and/or volunteers are observed displaying unsafe acts, practices, or behaviors.

## Age Restrictions for Volunteers

Under age 14:

Persons under the age of 14 are not permitted on Habitat for Humanity work sites while construction work is taking place.

Ages 14 & 15:

Individuals aged 14 and 15 can do limited work on a Habitat worksite. They can paint or landscape but should not be on site when construction is going on.

Ages 16 & 17:

Individuals aged 16 and 17 can do general construction, but cannot help with excavation, demolition, use of power tools, or work at heights above 6 feet or on the roof, or drive a motor vehicle. They can help with general carpentry and volunteer at ReStore.

When engaging youth volunteers (anyone under 18), the following youth-to-adult ratio is required:

- 10:1 (exterior work)
- 5:1 (interior work)

They must also have their registration form signed by a parent or guardian.

Note: Exceptions to this policy can be made only when approved by the President/CEO. Exceptions may include school, church, or service groups using their own insurance.

There are no restrictions for people 18 years or older.

Detailed guidance related to youth involvement for Habitat volunteers can be found [here](#).

## Hazard Prevention and Control

- Safe work practices will be developed, and workers will be trained in using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE (safety glasses, gloves, hearing protection, fall protection) will be provided as necessary, and its use enforced by staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, etc., need to be maintained in good working order by a continued preventative maintenance process.



- All workers will be made aware of workplace emergency procedures. Training in this process will begin at the "Daily Safety Meeting."
- There will be adequate first aid supplies and/or an adequate first aid kit available at each workplace. Employees and/or volunteers who receive work related injuries or illnesses will be given immediate attention regarding the nature of their injury or illness.

### Worksite Analysis

- All work areas and job sites need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. These inspections are to be conducted by the staff person assigned to the location. Each inspection may not be required to be formal (written) although regular written completed inspections may be asked for by the safety managers.
- The safety manager will approve the purchase of new equipment or tools, or the reworking or retrofitting of workstations or equipment to ensure safety and health is taken into consideration.
- If approached by workers who appear to have a true concern regarding a safety or health issue, the staff person assigned to the location needs to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. The staff person assigned to the location will complete this investigation. Safety managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns to prevent further incidents.

### Jobsite and ReStore Audits

Audits of jobsites, the warehouse and the ReStore are conducted annually. Results are shared with the Safety Committee, who will address any findings. The Safety Manager at each location is responsible for ensuring corrective action is taken.

Refer to [HFHI Safety Huddle Talks and Audit Checklists](#)

### Periodic Inspections

Tools and equipment are inspected and documented by the Safety Manager at each facility using the following schedule:

Item	Timing
Fall Protection Equipment	Bi-annually
Ladder Inspections	Annually
Fire Extinguishers	Monthly
Trailers	After each project
Electrical Cords	Quarterly
First Aid Supplies	Annually

## Written Plans

The following written plans are updated annually and available on-line. A printed copy is also available at 921 Midway Road in Menasha.

### Emergency Action and Fire Protection Plan

Habitat for Humanity maintains an [Emergency Action & Fire Prevention Plan](#) conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards being prepared for emergency situations on the part of supervisors and employees. It requires cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers and volunteers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

### Chemical Hazard Compliance Program

It is the policy of Habitat for Humanity that chemical incident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Habitat for Humanity's management to provide safe and healthy working conditions and to always establish and insist upon safe practices by all employees and volunteers. The [Chemical Hazard Compliance Program](#) outlines the safety regulations and procedures related to chemical hazards that must be followed.

### Fall Protection Plan

Click this link - [Fall Protection Compliance Program](#) for full program details. While no program can guarantee an incident free workplace, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Our written programs are located at 921 Midway Road, Menasha, WI.

### Bloodborne Pathogens Plan

Click this link - [Bloodborne Pathogens Compliance Program](#) for full program details. While no Bloodborne Pathogens Compliance Program can guarantee an incident-free workplace, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers.

## Incident, Injuries and Near Misses

Fox Cities Habitat has a quick, easy on-line form that can be used to easily and quickly record incidents and near misses.

Record near misses to use to offer suggestions for safety improvements or report things that could have, but didn't, result in a safety incident. All staff and volunteers are encouraged to use this to provide information to our staff and safety committee for continuous improvement of our operations.

Incidents - every incident and near miss must be reported and investigated by the staff person assigned to the location. Incidents can be recorded immediately using this QR code:



For incidents, the report must be filled out, either on-line or by paper, by the staff person assigned to the location immediately after:

- Everyone involved in the incident is safe and cared for.
- The incident area has been made safe.
- 911 has been called (if needed).
- If the staff person assigned to the site is not present, they will need to be called by the site leader.
- The site leader then can fill out the incident/injury/near miss report if the staff person determines that their presence at the incident site is not needed.

See [Appendix B](#) for the detailed Incident Report Form, and [Appendix C](#) for the Witness Report Form. Hard copies can be printed from these links: [Incident Report Form](#) and [Witness Report Form](#).

### Investigation Procedures

The staff person assigned to the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. The staff person assigned to the location needs to investigate incidents using procedures that include:

- Implementation of temporary control measures to prevent any further injuries to employees and/or volunteers, or damage to equipment, property, or the public.
- Review of the equipment, operations, and processes to gain an understanding of the incident situation.
- Identification of and interviewing of each witness and any other person who might provide clues to the causes.
- Investigation of causal conditions and unsafe acts; make conclusions based on existing facts.
- Completion of the incident investigation report.
- Providing recommendations for corrective actions.
- Indications of the need for additional or remedial safety training, if needed.

All incident/injury and witness report forms are located for the:

- ReStore - at volunteer coordinator's desk.
- Construction - in Site Support materials.
- De-Construction - in decon program manager's job clipboard.
- Warehouse - in the first aid cabinet.

The incident/injury and witness reports must be submitted to the safety managers within 48 hours after the incident.

### Recordkeeping Procedures

This affiliate will control and maintain all employee/volunteer incident and injury records. Records are maintained for a minimum of seven (7) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations.

The following will be included in the record keeping process:

- Incident Report Form
- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)

## Emergency Procedures

Fox Cities Habitat's full Emergency Action Plan can be found [here](#). A written copy is also available at 921 Midway Road.

### When an Ambulance is Needed

- Assign someone to call 911.
- Move everyone not attending to the injured person/s to the assigned safe location.
- Assign a person/s to direct the ambulance in from the nearest cross street/s.

### Fire Safety

If there is a fire:

- Move everyone to the assigned safe location. Assign someone to call 911 from a safe location. Take attendance.
- Assign a person/s to direct the fire trucks in from the nearest cross street/s.

### Active Shooter Situations

This is an outline of steps to take in a situation where a staff member, volunteer or visitor encounters a physical threat on Greater Fox Cities Habitat for Humanity Premises.

Situations involving domestic relationships, disgruntled employees, or unhappy customers can turn threatening very quickly. Be aware of what is going on in your environment and take ALL threats seriously. If you feel threatened, call the police, contact a supervisor, and get yourself to safety.

Active Shooter situations happen quickly and require prompt response. Research has shown that preparation and following the Run/Hide/Fight plan increases your chances of survival. The idea is that when faced with a threatening situation, the first thing you want to do is get away from the situation (Run). If that will not gain you safety, getting out of view and getting to a place hard to find is next best (Hide). If both of those are not possible, protect yourself with aggressive action against the perpetrator (Fight). The following goes into more detail:

Run:

- If you have an accessible exit, get out. Get off the premises to safety.
- If possible, communicate the danger to others.
- Leave your belongings behind.
- If possible, help others get out, but not if it endangers you.
- Notify and prevent others from entering the danger area.

- Keep your hands clear and open when encountering Law Enforcement.

#### Hide:

- If you cannot exit to a place of safety, find a place to hide where the shooter will have a hard time finding you.
- If it is a room, try to lock the door or barricade it.
- Try not to hide somewhere that restricts your ability to move somewhere safer or exit the building if the situation changes.
- Silence your cell phone.
- Turn off other sources of noise.
- Dial 911. If you cannot talk, just leave the line open so authorities can hear what is happening.

#### Fight:

- As a last resort, disrupt or incapacitate the shooter.
- Act aggressively with a survival mindset.
- Commit to your actions.
- Use items that can be weapons.... chairs, sticks, scissors, solid objects, etc.
- Yell and throw things.

It is your responsibility to keep yourself safe. Awareness and preparedness can help keep you safe and equip you if something happens. The following are some things you can do wherever you are and at any time to be better prepared in any situation that may arise.

- Be aware of what is happening around you, in your work area, and even outside in the parking lots and on the street.
- Know where there are at least 2 exits from your work area. If you are threatened, where can you go to get away?
- How can I communicate the threat to my coworkers/volunteers? P.A. system, yell, phone?
- Where could you hide if necessary? Is there somewhere where you can lock yourself in?
- What telephone can I use to call 911? Does it work in all areas? How do you mute the sound?
- Is there anything around you that could be used as a weapon if you are threatened?
- Be prepared to survive - Run? Hide? Or Fight?

## General Safety Rules

- Habitat is a smoke free workplace. Smoking and other tobacco related products are not allowed within the property lines of any property, trailers and/or vehicles that Habitat owns, rents or leases.
- Use good housekeeping skills to help prevent trip hazards and injuries. All floors must be maintained free of materials that could create a hazard.
- Always watch your step.
- Obey all posted safety and danger signs.
- No open toed shoes, sandals, dangling jewelry or loose clothing allowed on construction, warehouse, ReStore, and deconstruction sites.

- Seek first aid immediately if you are injured.
- Report all injuries and near-misses to staff person assigned to the site, no matter how small of an injury. Report illnesses too.
- Do not block your view by carrying large or bulky items; get assistance from a co-worker.
- Stand clear of floor openings and notify site leader immediately if guardrails or covers are removed or displaced.
- Drink plenty of water throughout the day.
- Use sunscreen when possible, to prevent sunburn when working outside.
- Stop working outdoors and seek shelter during lightning storms.
- Follow all other rules that are specific in nature that are located within this document.
- Maintain good housekeeping practices.

## General Housekeeping

Slips & trips are our #1 reported injury on worksites. Please follow all the rules below so we can limit slips & trips from happening.

- Attention should be given to putting away tools when their use is done and allotting time at lunch for housekeeping to prepare the site for afternoon work.
- Do not place material such as boxes or trash in walkways and passageways.
- Do not store or leave items on stairways.
- Run electrical cords out of walkways and make sure they lay flat to reduce tripping hazards.
- Do not block or obstruct stairwells, exits or access to safety and emergency equipment.
- Return tools to their storage places after use.
- When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.
- Use caution signs or cones to warn everyone that it may be slippery or icy in areas such as floors, walkways, sidewalks, and driveways. Ice-melt or a sand gravel mix should be used on walkways at construction sites, the ReStores, the office and the Warehouse when winter conditions make those areas slippery.
- Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning.
- Keep lumber piles and materials neat and orderly.
- All nails in scrap lumber must either be removed or bent over to reduce the danger of injury from stepping on or handling.
- Securely cover all lumber and materials to protect them from the weather and theft.

## Personal Protective Equipment (PPE)

### SAFETY GLASSES

- Safety glasses (ANSI Z87.1+) are required to be worn by everyone:
  - On an active construction and deconstruction worksite
  - Everyone on the site - staff, volunteer, visitor and/or contractor
  - At the ReStore where posted or when directed by staff
- If prescription eyewear is worn it must meet ANSI Z87.1+ standards and have side shields in place.

- If prescription eyewear does not meet ANSI Z87.1+ standards, then safety glasses that do meet those standards must be worn over the prescription glasses.

### **HEARING PROTECTION**

- Wear hearing protection in work areas posted as "Hearing Protection Required" or when staff says that you should use it.
- Store hearing protection in a clean and sanitary location.

### **GLOVES**

- The requirement to wear gloves will depend on the task you are performing. The staff person assigned to oversee your task will determine, based on the task, if gloves will be required to be worn.
- Choosing to wear gloves, even if they are not required, is acceptable and can reduce injuries. Make sure the gloves fit tight to your hands (almost like a second skin). "Mechanics" type and gloves with a Nitrile, Vinyl or Latex coating are acceptable.
- Cut resistant gloves are available in each construction trailer and at ReStore.

### **DUST MASKS**

- Dust masks are not required.
- They are available to those who wish to use them. The staff person assigned to the site can provide them.
- When using a dust mask, ensure that the nose piece is tight to the nose to avoid fogging up glasses. Surgical tape is available to secure the mask to the face.

## **Tool and Equipment Safety**

### **Hand Tool Safety**

#### **General Precautions**

- Inspect every tool you will use before you use it.
- Worn, damaged or defective tools need to be taken "Out of Service" immediately and not used. Remove them from the area and give them to staff for service or disposal.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use impact tools such as chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears, or other cutting tools, cut in a direction away from your body.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool or your pocket is sheathed.
- Only qualified personnel should make tool repairs.
- Minimize carrying tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.

- Do not throw tools from one location to another, from one employee to another, or from scaffolds or other elevated platforms.
- Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

#### Hammers

- Use a claw hammer for pulling nails.
- Do not strike nails or other objects with the cheek of the hammer.
- Do not use a hammer if your hands are oily, greasy, or wet.
- Do not use a hammer if the handle becomes damaged or cracked.

#### Knives (Utility)

- When handling knife blades, utility knives and other cutting tools, direct sharp points, and edges away from you.
- Cut in the direction away from your body when using knives.
- Only use a knife that has a sharp blade; replace dull blades as needed.
- Do not use honing steels that do not have disc guards.
- Do not use knives that have broken or loose handles.
- Do not pick up knives by their blades.
- Carry knives with their tips pointed toward the floor.
- Do not attempt to catch a falling knife.
- When opening cartons use the safety box cutters. Do not cut with the blade extended beyond the guard.

#### Screwdrivers

- Always match the size and type of screwdriver blade to fit the head of the screw.
- Do not force a screwdriver by using a hammer or pliers on it.
- Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
- Use a screwdriver that has an insulated handle for electrical work.
- Use a drill, nail, or an awl to make a starting hole for screws.
- Do not carry a screwdriver in your pocket.
- Do not use a screwdriver if your hands are wet, oily, or greasy.

#### Wrenches

- Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-ended wrenches as a second choice.
- Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
- When using an adjustable wrench, turn the wrench so that the fixed jaw, not the adjustable jaw, provides positive pressure on the item to be turned.
- Do not slip a pipe over a single-head wrench handle for increased leverage.
- Size the adjustable wrench to fit the nut before turning.
- Do not use a wrench with broken or battered points.

#### Pliers



- Do not use pliers as a wrench or a hammer.
- Do not slip a pipe over the handles of pliers to increase leverage.
- Do not use pliers that are cracked, broken, or sprung.

#### Chisels

- Use a chisel that has been sharpened; do not use a chisel that has a dull cutting edge.
- Hold a chisel by using a tool holder if possible.
- Clamp small work pieces in the vise and chip toward the stationary jaw when you are working with a chisel.

#### Hacksaws

- When cutting sheet metal, use strong steady strokes directed away from your body.
- Use the entire length of the blade in each stroke.

#### Hand Saws (Ripsaw)

- Hold the ripsaw at a 60-degree angle with the board; hold the crosscut saw at a 40-degree angle.
- Pull upward until the blade bites.
- Once the work is started with a partial cut, remove your fingers and thumb from the saw blade, then set the saw to your desired angle.
- Keep control of the saw by releasing downward pressure at the end of the stroke.
- Do not use an adjustable blade saw such as a hacksaw, coping saw or keyhole saw if the blade is not taut.
- Do not use a saw that has a dull saw blade.
- Do not carry a saw by the blade.

#### Vises

- When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse, or box.
- Position the work piece in the vise so that the entire face of the jaw supports the work piece.
- Do not use a vise that has worn or broken jaw inserts or has cracks or fractures in the body of the vise.
- Do not slip a pipe over the handle of a vise to gain extra leverage.
- Use appropriate Personal Protective Equipment (PPE) (i.e., proper gloves, eyewear, etc.)

### Electrical Safety

#### Electrical Cords

- Inspect every cord for defects before you use it. Remove them from the area and give them to staff for service or disposal.
- Tag any worn, damaged or defective cords as "Out of Service" and do not use them. Remove them from the area and give them to staff for service or disposal.
- Use only 3-wire type cords that are rated "heavy duty".
- All cords must be 14 AWG or greater in size (preferably 12 AWG).

- Do not use cords that have splices, exposed wires or cracked, frayed ends or bad strain relief on either end of the plug caps.
- Do not remove the ground prong from electrical cords. Ground pin must be continuously connected and in good working condition.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Use approved 3-way power splitters only when necessary.
- Keep cords out of water and out of direct walkways.
- Do not suspend cords by any form of metal (i.e., nails, wire, etc.).
- ALL cords must be used on a Ground Fault Circuit Interrupter (GFCI); either on a GFCI circuit breaker, external GFCI or GFCI 3-way plug.
- Keep cords protected from pinch points (i.e., doorways, windows, driveways, etc.). Use blocking to protect the cords from pinch points.

#### Electrically Powered Equipment & Tools (General Safety)

- Inspect every tool you will use before you use it.
- Ensure the protective guards are in place and working properly.
- Do not use electrical power equipment or tools on which you have not been trained.
- Keep power cords away from the path of work.
- Do not use cords that have splices, exposed wires, or cracked, frayed ends or bad strain reliefs.
- Do not carry plugged-in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the power switch of the tool to "Off" before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools or appliances when your hands are wet or when you are standing on wet floors.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" nor in an explosive atmosphere such as paint spray finishing areas.
- Turn the power switch of electrical tools to "Off" and then unplug from the outlet before attempting repairs or service work.
- If a tool cannot be repaired on-site give it to a staff person and they will take it "Out of Service."
- Do not use extension cords or other three-pronged power cords that have a missing prong. NOTE: some tools are considered "double insulated" and do not contain a ground pin. Look on the UL Label for the words "double insulated" or look for a Square with a capital D which stands for double insulated.
- Do not remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- When extension cords need to run through doorways, through holes in ceilings, walls, floors or on stairwells make sure they are:
  - Clearly visible by everyone.
  - Run so that they do not need to be stepped on or over.
  - Do not create a tripping hazard.
  - Do not drive over, drag, step on or place objects on a cord.

- Do not use a power hand tool to cut wet building materials or in wet locations.
- Do not use a power hand tool while wearing wet gloves of any type.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
- Do not use an electrical tool if its housing is cracked.
- Do not use electrical tools while working from a metal ladder unless the ladder has rubber feet.

## Power Tool Safety

### **Protective eyewear is required when using power tools.**

#### Power Saws

- Only trained workers are allowed to use any type of power saw.
- Inspect every tool you will use before you use it.
- Do not use power saws on which you have not been trained.
- Do not wear loose clothing or jewelry.
- Always disconnect the power source before performing any work or adjustments to the saw and or blade.
- Clean any residue from the blade or cutting head before making a new cut with the power saw.
- Do not use a power saw that has a cracked, broken, or loose guard, or other visible damage.
- Remove all nails from the stock before using the power saw to cut the stock.
- Do not make measurements to the stock while the power saw is running. Make the measurements before turning the power switch to the "On" position.
- Keep your hands away from the exposed blade.
- Never let your hand, finger or thumb cross the cutting line.
- When using the power saw, do not hold the work piece against your body when making the cut.
- Operate the saw at full cutting speed.
- Do not alter the anti-kickback device or blade guard.
- Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
- When using the power saw, do not reach across the cutting operation.
- Cut away from your body and below your shoulder level when using a power saw.
- Use the pusher stick to guide materials through the power saw when cutting short stock.
- Turn the power switch of the saw to the "Off" position and allow the blade to stop before attempting to pull out an incomplete cut.
- Do not feed the material faster than the power saw can cut it.
- Hearing protection is recommended.

#### Chop (Miter) Saws

- Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.

- Allow the saw to return to its stored position before removing the cut material from the table.
- Lay the material squarely and solidly down against the table and the fence before sawing it.
- Use a clamp to secure cylindrical materials to the saw "table" before cutting it.
- Keep hands at least 6" away from blade when cutting.
- Disconnect the plug from the power supply before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.

#### Circular Saws

- Disconnect the plug from the power supply before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.
- Do not use the circular saw if the lower guard does not close briskly and completely cover the saw blade.
- Do not wedge or tie the retractable guard of the circular saw "open."
- When pocket cutting, raise the retractable guard of the circular saw by pulling the retracting lever.
- Finger-tighten the depth and bevel adjustments before using the circular saw.
- Do not use a washer or bolt to adjust the arbor size of the blade of the circular saw.
- Grip the circular saw only by its handles when operating or transporting the saw.

#### Table Saws

- Always disconnect the power source before performing any work or adjustments to the saw and/or blade.
- Set the saw blade high enough to cut the stock and no higher.
- Do not use the table saw to cut long work pieces unless a coworker is standing at the output end of the table saw to catch long work pieces as they leave the saw.
- Do not use a table saw blade or cutting head that has missing teeth or is cracked.
- Keep your hand out of the line of the cut when feeding the work piece into the table saw.
- Use the push stick to guide the stock between the rip fence and the table saw blade.
- Use anti-kickback "dog fingers" when a work piece is being ripped.
- Use the spreader when ripping to prevent the wood from immediately coming back together and binding the blade.
- Position the spreader directly in line with the blade.

#### Masonry Saws

- Wear the prescribed personal protective equipment such as safety glasses, face shield, dust masks and hearing protection when operating masonry saws to cut brick, block, or stone.
- Turn off the saw before making measurements, adjustments, or repairs.
- Keep your hands away from the exposed blade.
- Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
- If the saw becomes jammed, turn off the power before pulling out the incomplete cut.
- Do not alter the blade guard.

#### Drills

- Always disconnect the power before installing a drill bit.

- Do not use dull, cracked, or bent drill bits.
- Physically check the security of the drill bit or cutting tool within the chuck prior to operation.
- Keep your hands away from rotating parts.
- Do not wear loose clothing or jewelry.
- If you can use the "leverage handle" while using the drill, then do so. Do not remove the leverage handle unless necessary for use in tight places.

#### Routers (Roto-Zips)

- Turn the router off and unplug it from the power source when changing the bit.
- Make sure the bit is sharp and set at the proper depth.
- Point the router away from yourself and others and do a "test run" to make sure the bit is secure.
- Make sure all the materials are secured and will not move. Hold the router with both hands when cutting the material.
- Use proper Personal Protective Equipment (PPE) (i.e., gloves, eyewear, hearing protection, etc.).

#### Grinders

- Do not use grinding wheels that have chips, cracks, or grooves.
- Do not use the grinding wheel if it wobbles. Replace it and recheck. If it continues to wobble, give it to the site supervisor to tag it "Out of Service."
- Do not try to stop the wheel with your hand, even if you are wearing gloves.
- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
- Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
- Do not grind on the side of an abrasive wheel labeled "Type I."
- Do not clamp a portable grinder in a vise to use it as a bench grinder.
- Use the grinder with the guard in place. Only remove the guard if the job or type of stone requires guard removal (i.e., flat grinding with a diamond grinder on a flat surface).
- Use the leverage handle when using a grinder unless the work area is too tight to operate the grinder.
- Always use proper Personal Protective Equipment (PPE) such as gloves, eyewear, face, long sleeves, hearing protection, etc.

#### Cordless Framing and Finish Nailers

- Do not point the nailer at anyone.
- When nailing be aware of who and/or what is in the path of the nail being fired.
- Keep your hands well clear of the power nailer's plunger head and the hammer.
- If you need to hold onto the piece of wood to be nailed hold your hand back at least 12" in case the nail misses its target.
- Nail guns are only allowed for usage by properly trained workers.

- Only use for toe-nailing if the nailer is pointed towards the floor and you are toe-nailing studs to bottom plates.

#### Air Powered Nailers and Staplers

- Do not point the nailer at anyone.
- When nailing be aware of who and/or what is in the path of the nail being fired.
- Do not pass air-powered tools by the hose from one worker to another.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Keep your hands well clear of the power nailer's plunger head and the hammer.
- Do not use a steel hammer to strike the power nailer.
- Nail guns are only allowed for usage by properly trained workers.
- Only use for toenailing if the nailer is pointed towards the floor and you are toe-nailing studs to bottom plates.

#### Air Compressors and Using Compressed Air

- Compressors generate 80 to 90 PSI pressure throughout the System. Treat with CAUTION!
- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Turn the compressor to the "Off" position and let it come to a complete stop before leaving it unattended.
- Do not use compressed air for comfort cooling.

#### Sheetrock Lift

- Pre-operation inspection
  - Be sure the wheeled base is open completely and the pin clip is locked in place.
  - Inspect the lift after it has been assembled. Check the operation of the support hooks and outrigger arm.
  - Inspect cable (frequently) for wear. If the cable shows signs of wear or fraying do not use. Advise the site supervisor who will tag it "Out of service".
  - Operate the lift with no load on the unit. Does the lift move up and down and work smoothly? With the unit raised and the brake engaged, does it lock the unit in place?
- Using the lift
  - When using the lift, be sure that:
  - Someone is holding the lift steady when the machine is being loaded.
  - Lift is in its lowest position for loading. Do not load the unit when in the raised position.
  - Cradle is in the upright position.
  - Outrigger arms spread and locked in place so they will support the outer edges of the sheetrock.
  - Support hooks are lowered to support the piece of sheetrock and keep it from sliding off the lift.
  - Piece of sheetrock is centered on the cradle.
  - No one is standing under the piece of sheetrock while it is being raised into position.
  - The sheetrock is tight against the ceiling and the brake engaged. Someone will need to hold the brake in the locked position while the sheetrock is being secured to the ceiling.
  - The piece of sheetrock is secured to the ceiling before the sheetrock lift is lowered. Use the winch wheel and brake to control the descent of the lift.

## Ladders

### Ladder Usage (Stepladder/Extension Ladder)

- Inspect every ladder you will use before you use it.
- Do not use ladders that have loose rungs, cracked or split rails, missing rubber pads, missing bolts, or rivets, are otherwise visibly damaged, wobbles, or leans to the left or right.
- Keep ladder rungs clean and free of grease.
- Remove buildup of material such as ice, dirt, or mud by wiping, scraping or using a wire brush.
- Do not place ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from ladder. Lock the doorway that you are blocking.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.
- Do not over-reach. Keep your body near the middle of the ladder. Use the belt buckle rule: do not extend it past the outside of the ladder's legs. Do not lean off the edge of a ladder. Keep one shoulder inside the frame of the ladder.
- Move the ladder frequently to avoid leaning too far.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Do not place ladders on boxes, concrete blocks, steps, or other unstable bases.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
- Do not move a ladder while someone is on top of the ladder.
- All ladders must be placed on solid, level surface before use.
- Never allow anyone to climb on the brace side of a stepladder.
- Always inspect a ladder for damage before use. If found defective, tag the ladder "Out of Service" and do not use them. Remove them from the area and give them to staff for service or disposal.
- Never exceed the weight limit of a ladder. See the side labels for rating information.

### Stepladder Rules

- Inspect every ladder you will use before you use it.
- When using a step ladder, open all 4 feet and lock spreaders in place.
- Do not step on the top rung or top platform of a stepladder.
- Never sit on the top platform of a stepladder.

### Extension Ladder Rules

- Inspect every ladder you will use before you use it.
- Use the 4:1 rule when setting up an extension ladder. The ladder's feet 1' away from the building for every 4' of elevation. If the building is 12' in height, then the feet will need to be 3' away from the building.
- The top of extension ladders must extend a minimum of 3' above the supporting object when used as an access to an elevated work area.

- Ladders used to access another level by climbing up and off must be tied off (i.e., roof deck, ground level from basement, etc.).
- Before climbing extension ladders, make sure latches are properly engaged. Tie off the base of an extension ladder if the base could slide on a slippery surface.
- Extension ladders must be overlapped a minimum of three rungs.
- Swivel feet on the extension ladder must have good rubber pads placed on hard solid surfaces, but the spikes of the swivel feet should be used on soil or gravel surfaces.
- Aluminum extension ladders are not allowed near power lines.
- Power line safety must be considered when power lines are active or live. Generally, if the voltage is 300 volts or less a worker can get within 3 feet of the line. If work requires a closer distance, then the lines must be de-energized and grounded or covered with power line insulation blanks (see power company provider for help). If in doubt contact the power company!

## Chemical Hazards and Hazardous Waste

Refer to the [Chemical Hazard Compliance Plan](#) for details on each of the sections below related to chemical hazards.

### Safety Data Sheets

Safety data sheets (SDS) can be found:

- Construction and Deconstruction - in a binder in each tool trailer.
- Warehouse - in a binder by the tool closet.
- ReStores - at the volunteer manager's desk.

### Chemical Storage

- Follow the safe handling instructions listed on the label of the container or listed on the corresponding SDS when handling chemicals.
- Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
- Do not handle or load any containers of chemicals if the containers are cracked or leaking.
- Do not store these products near exits, exit paths including stairways, or electrical equipment.
- Follow all the manufacturer's safety requirements.

### Flammable Chemicals

- Do not use gasoline for cleaning parts.
- Follow the instructions on the label and on the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
- Before pouring, dispensing, or transferring any liquid (gasoline) from a bulk container labeled "Flammable," observe the following safety procedure:
- Only use red color, DOT approved containers for transferring the liquid (gasoline).
- Bond the containers as follows:



You must make contact between the two surfaces (fuel can / fuel tank) or 3 surfaces (fuel can/metal funnel/fuel tank). This contact between the surfaces is known as "bonding" which will eliminate static charge build-up as the pouring process continues.

- Do not perform "hot work," such as welding, metal grinding or other spark-producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
- Do not drag containers labeled "Flammable."

#### Other Chemicals

- Do not use chemicals from unlabeled containers and unmarked cylinders.
- Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning floors.
- Use only metal receptacles labeled "Oily Rags Only" for disposal of oily rags, including linseed oils.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled Corrosive, Caustic or Poisonous.
- Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible damage.
- Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand-washing motion. Always wash your hands after removing the gloves.
- Follow all the manufacturer's safety requirements.

#### Paints

- When mixing paint and thinner eye protection is required. If face shields are available, they may be used along with safety glasses.
- Read and follow the Safety Data Sheet (SDS) for the paint that you are using, as well as read and follow the label on the paint can before mixing any paint.
- Always wash your hands with soap and water after using paints. Do not use mineral spirits, paint thinner, acetone or any other toxic solvents to remove paint from your skin.
- Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
- Close the lids of containers of paint and primer tightly after each use or when not being used.
- Do not operate spark-inducing tools such as grinders, drills, or saws near containers of oil-based paints and stains labeled "Flammable."

#### Lead Paint

- If the house was built before 1978 assume it has lead paint present.
- Only someone that is lead safe certified can test, remove, and dispose of materials containing lead paint.
- If you are unsure if lead is present, don't touch or disturb it.

#### Fertilizers

- Do not transfer fertilizers in an unmarked or unlabeled container.
- Do not transport a fertilizer container in the cab of a service vehicle.
- Wear PPE when handling fertilizers (i.e., safety glasses, gloves, etc.).
- Visually inspect the area to be sprayed for trip hazards, low branches, and clotheslines before beginning the job. Avoid these hazards as you spray.

- Keep containers of fertilizers tightly closed when you have finished using them.
- Have fresh water available when you are spreading fertilizers.
- Always spray downwind; do not stand downwind when others are spraying.

### Asbestos

- Always assume materials used prior to 1976, such as plaster, ceiling tile, CVT tile, and blown insulation, contain asbestos.
- Asbestos abatement will need to be performed by a certified asbestos remediation company before construction/deconstruction can begin.
- If you are unsure if a product or material contains asbestos, don't touch, or disturb it.
- Do not perform asbestos-removal operations. Habitat uses a private company that has been trained, qualified, and certified in asbestos removal procedures.

### Lifting Procedures

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp comers or jagged edges.
- Hold objects as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

### Deconstruction (Walls & Floors)

- First verify with staff that the materials are certified asbestos and lead free.
- Verify electrical power is turned off and or disconnected. Test this before proceeding.
- Do not work under areas where walls or floors are being removed unless a safety net is in place to catch falling objects.
- Begin demolition of walls and floors at the top of the structure and continue downward.
- Do not enter under an area where floor arches or walls are being removed.

- Do not start demolition on floor arches until at least 20 feet surrounding the floor area has been cleared of debris.
- Remove structural or load support members after the entire floor has been demolished and removed.
- Do not drop debris through floor openings unless the area below has been barricaded at least 6 feet out from all edges of the opening.
- Do not throw debris outside the barricaded area.
- Do not begin working on the next lower level of the structure until all debris has been removed from the level you are currently working on.

## Vehicle and Driving Safety

- Only employer-authorized personnel may operate any company vehicle.
- All drivers (staff & volunteer) must have completed the Lockton Insurance "Defensive Driving- Noncommercial Vehicles" on-line training. Some drivers may also need to complete "Defensive Driving --Commercial Vehicles" training.
- All drivers (staff & volunteer) must provide a copy of their driver's license. It will be kept on file at the Habitat (main or ReStore) office.
- Do not operate a vehicle if you are ill or fatigued.
- Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other impairment side effects.
- Shut all doors and fasten seat belt before moving the vehicle.
- Inspect vehicle for damage/faulty lights daily.
- Notify a manager immediately if the company vehicle you're driving is in an Incident.
- All vehicle repair/maintenance must be performed by a qualified technician who is approved by management.
- Always obey all traffic patterns and signs.
- Do not drive on the road shoulder.
- Use side and rearview mirrors before making lane changes, turns and sudden stops.
- Turn the vehicle off before fueling.
- Do not smoke while fueling a vehicle.
- Wash your hands with soap and water if you spill gasoline on your hands.
- Always stay in attendance when vehicle is being refueled.
- Follow all the manufacturer's safety requirements.

### **Cell phone use policy:**

We ask that if you are using a cell phone while you are working that you comply with all local, state, and federal laws. Whenever possible, please try not to make or receive telephone calls while driving. If a situation occurs that you must take a call, we ask that you only do so using a hands-free device. If that is not possible, please let the incoming calls go to your voicemail and then find a safe place to pull over and park before initiating a call.

We also ask that you follow these additional safety guidelines:

- Always stop driving before dialing.

- Under no circumstances should team members use cell phones while driving during adverse weather or difficult traffic conditions.
- Never look up phone numbers while driving.
- Under no circumstances should you text, email or go to the internet while you are driving.
- Never have stressful conversations while driving.
- Keep your eyes on the road if you must use your hands-free device.

### Trailer Safety

- Only trained and authorized employees may pull a trailer.
- Read and follow the manufacturer's speed recommendations.
- Inspect tire pressure, lights, and overall condition prior to pulling a trailer.
- Secure tie downs by hooking them to each side of the trailer and tightening the strap as necessary on open trailers.
- Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before connecting the trailer.
- Secure equipment to vehicles with chains or straps to eliminate or minimize load shifting.
- No one is permitted to ride in the trailer.
- Take slow, wide turns when towing trailers.
- Using cruise control while pulling a trailer is not permitted.
- Do not exceed the load capacity as posted on the trailer door of the trailer.
- Do not place all the heavy equipment on one side of the trailer.
- Use ramps to load and unload objects from the trailer.
- Follow all the manufacturer's safety requirements.

### Forklift Safety

- Only a certified forklift operator will be allowed to operate the forklift.
- Operators of forklifts must complete and pass the Lockton Insurance "Forklift Operator Safety" on-line course and be approved by management.
- Daily inspection forms for the forklift must be completed by the first person operating the forklift each day. Inspection form must be posted on the forklift.
- Forklift must pass an OSHA safety inspection before operation.
- Follow all the manufacturer's safety requirements.

### Forklift Mounted Work Platform

- Only one fully harnessed and tied off person in the work platform at any time.
- Only the workers that have been properly trained by a "Competent Person" in fall protection safety as it relates to their assigned working conditions will be allowed to perform work activities in the work platform.
- All workers must sign the "Daily Safety Sheet" for fall protection immediately after their training.
- Only a certified forklift operator will be allowed to operate the forklift with the work platform.
- The operator needs to be always in the seat of the forklift when someone is in the work platform.
- Operators of forklifts must complete and pass the Lockton Insurance "Forklift Operator Safety" on-line course and be approved by management.

- The work platform must be securely chained to the mast of the forklift.
- Follow all of the manufacturer's safety requirements.
- The Forklift Mounted Work Platform Safety Checklist must be completed before loading the work platform.
- This includes inspection of the following:
  - Tine Locks
  - Nylon Safety Strap
  - Gate Latch
  - Handrails
  - Lanyard Attachment Points
  - Fork Pocket
  - Welds
  - Casters
  - Mast Guard
- Person in platform secure in harness?
- Completed fall-rescue checklist

## Weather Related Safety

### Cold Exposure

- Staff person assigned to the location will monitor the current air temperature with wind chill.
- Volunteers have the option to not work if they feel it is too cold.
- When wind chill temperatures are at 25 degrees (°F) or lower and an area is not available to "warm-up" (heated house and/or heated warehouse) the site will need to be shut down.
- If a "warm-up" area is available, a wind-chill of 20 °F to 25 °F is allowed at 25-minute working and 5-minute warm-up intervals.
- At 20 °F to 10 °F wind chill outside work will be allowed at 20-minute working and 5minute warm-up intervals.
- When wind-chill temperatures are below 10 °F sites will be shut down.
- If the work can be done in areas with protection from the wind or the work is fast moving/physical work the staff person assigned to the location will determine the safe working conditions.

### Common Types of Cold Stress

#### Frostbite

- Body tissues freeze, e.g., hands and feet. This can occur at temperatures above freezing, due to wind chill and in extreme cases may result in amputation.
- Symptoms: numbness, reddened skin develops gray/white patches, feels firm/hard, and may blister.

#### Treatment for Frostbite:

- Move the worker to a warm place.
- Do not rub the frostbitten area.

- Avoid walking on frostbitten feet.
- Do not apply snow/water. Do not break blisters.
- Loosely cover and protect the area from contact.
- Do not try to quicken the warming of the area unless directed by medical personnel.

### Hypothermia

- Normal body temperature (98.6°F) drops to 95°F or less.
- Mild Symptoms: alert but shivering.
- Moderate to Severe Symptoms: shivering stops; confusion; slurred speech; heart rate/breathing slow; loss of consciousness; death.

### Treatment for Hypothermia:

- Call 911 immediately in an emergency.
- Move the worker to a warm place.
- Change to dry clothes.
- Cover the body (including the head and neck) with jackets, blankets, or something to block the cold (e.g., tarp, garbage bag). Do not cover the face.
- If medical help is more than 30 minutes away, give warm, sweetened drinks if alert.

### Heat/Sun Exposure

- The "Heat Index" is the combination of air temperature and relative humidity.
- The staff person assigned to the location has access to the current heat index and they will monitor it.
- When the "heat index" is edging into the low 90's °F more breaks are recommended.
- Site support is to be delivering water to everyone and ensure they are drinking it.
- Volunteers have the option to not work in the heat (going home) if they choose.
- Once the heat index reaches 94 °F or higher, we need to shut the sites down, unless work can be performed in areas where shade and cooler temperatures are available (for example – in basements or in the shade). At this point the risks of having someone suffer from heat exhaustion or heat stroke is much greater.
- If there is work that can be done completely in shaded area the workday may go on for those in the shade. No one else is to be working out of the protection of the shade.

### Heat Exhaustion Warning Signs

Heat exhaustion happens when your body gets too hot. It can be caused by physical exercise or hot weather. You may experience:

- Heavy sweating
- Feeling weak and/or confused
- Dizziness
- Nausea
- Headache
- Fast heartbeat
- Dark-colored urine, which indicates dehydration.

Treatment for heat exhaustion:

- Get out of the heat quickly.
- Rest in a building that has air-conditioning. If you can't get inside, find a cool, shady place.
- Drink plenty of water or other fluids. Do NOT drink alcohol or caffeinated drinks (such as soda). These can make heat exhaustion worse.
- Take a cool shower or bath or apply cool water to your skin.
- Take off any tight or unnecessary clothing.

## Fall Protection

See Fox Cities Habitat's [Fall Protection Compliance Program](#) for full details on our program.

Inspect all the equipment prior to you using it!

### **Full Body Harnesses, Retractable Lanyards and Tie-Offs**

- There always needs to be at least one person on the ground when workers are using the harnesses. This person needs to always have everyone in a harness in their line of site.
- Make sure that this person is capable to come to the aid of a suspended worker.
- Only the workers that have been properly trained by a Competent Person in fall protection safety as it relates to their assigned working conditions will be allowed to perform roof work activities.
- All workers must sign the "Fall Protection Daily safety sheet" immediately after their fall protection training.
- Personally, inspect the fit of every harness, condition of lanyards and tie-offs prior to their use. Use the "Tool & Equipment Inspection Quick Cards" to help with the inspection.
- Recheck the fit of the harness throughout the day as constant movement can loosen the fit of the harness.
- One person for each tie-off.
- Synchronize your movements with others so lanyards do not cross or get tangled with someone else's.

A "competent person" will:

- Train everyone that will be using a full body harness.
- Be always present when full body harnesses are being used.
- Oversee the roof work safety and its related requirements (i.e., installation and inspection of fall protection equipment, overall surface strength for safe working, monitoring of worker's safety, etc.).

### **Foundations, Beam & Sill Plate Installation and Floor Joist Installation**

There will always be at least one access point to the basement. Typically, this will either be an extension ladder or through an egress well.

The basement is considered a confined space until the deck has been sheathed and a stairway installed unless there is an egress well with ladder. Appropriate, signage identifying the confined space until deck sheathing and stairway installation is completed.

## Changes in Elevation

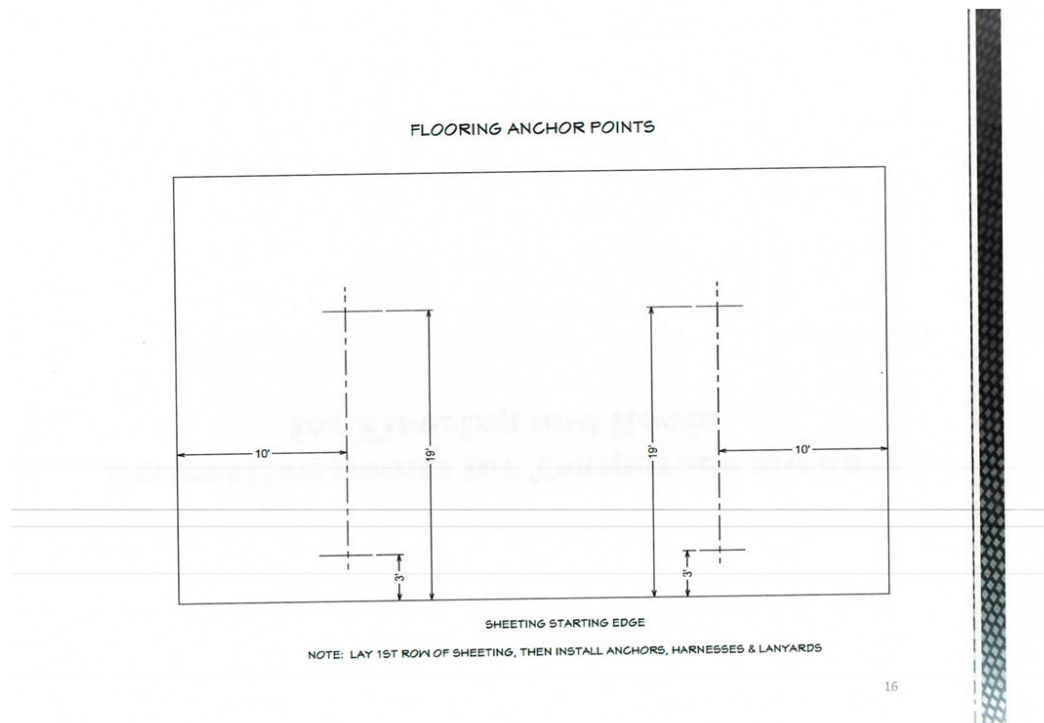
- If there is a change in elevation of 19" or more, such as access to a porch stoop, egress cover or the houses deck, a temporary step/s or step ladder will need to be provided.

## Egress Safety covers

- All egress wells must have safety covers. The egress well that is used to access the basement must be covered when not being used.
- No one is to stand on the egress safety cover before all the floor sheathing is installed. Standing on the cover prior to that creates a situation of a fall greater than 6'.

## Floor Sheathing

- Full body harness with tie offs (anchors) is required by the floor sheathing crew. See diagram below that shows where to install tie-offs.
- Everyone that will be using a harness will need to go through a "fall protection safety training meeting" by a Competent Person prior to using the harness. The training will be documented.
- No harness is required if 8' or more from the "leading edge" work.



## Stairways, Floors, Openings and Porch Stoops

Before stairs and interior walls around the stair opening have been installed:

- Stairway safety covers must be installed during the installation of the floor sheathing. Ensure proper installation of cover materials.



- Do not work on open-sided floors, elevated walkways, or elevated platforms if there are no guardrails in place when a fall of 6 feet is present.
- Stand clear of floor openings if stairway safety cover has been removed or displaced. Use barricades (such as sawhorses, safety cones) when a ladder is used for descending.
- Openings must be covered when they are not necessary to be open.
- Try not to walk on cover!
- Covers must be able to withstand 2 times the maximum load that could be applied upon it.
- Covers must be secured (screws or nails) from accidental movement including uplift from wind.
- Covers must have the word "hole/ cover" painted on it.
- Stair stringers, treads installed, and interior walls have been installed around the stair opening.
- Stairway openings must have a guardrail (top at 42" +/- 3") and mid-rail system installed around the 3 sides where walls are installed.
- Stairways need to have toe-boards (3 ½" in height) installed on sides where materials could be accidentally kicked to a lower level.

### **Truss Installation & Roof Sheathing**

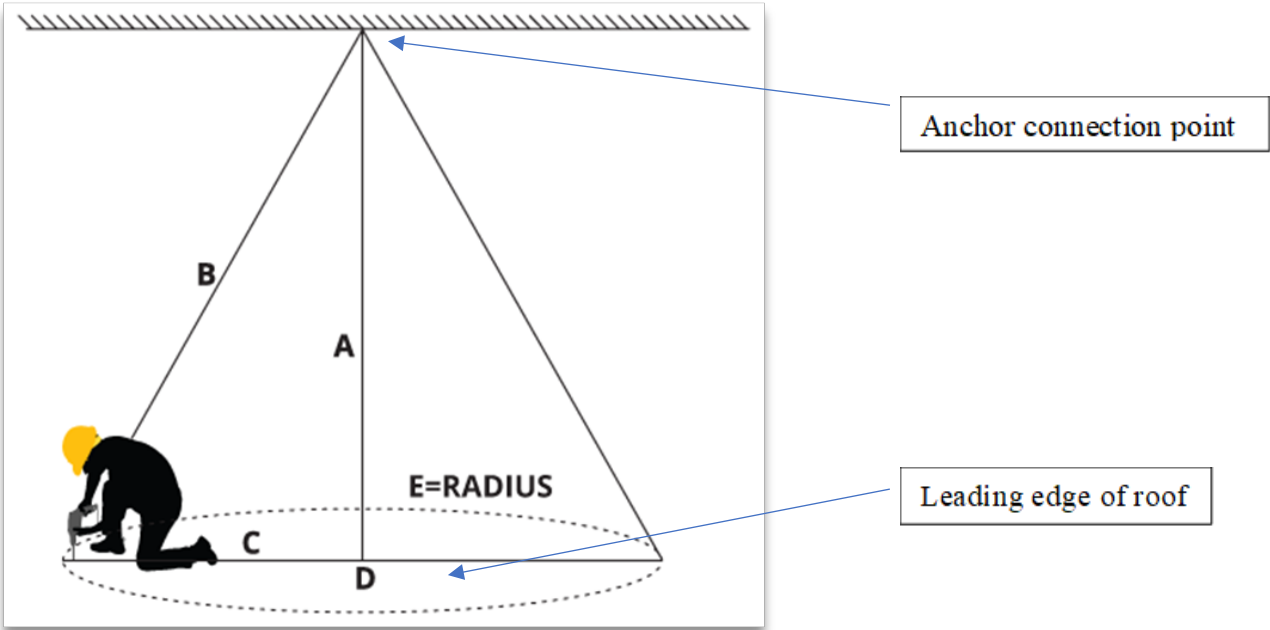
- No general volunteers will be used for roof sheathing. Only Sr. Crew volunteers that are trained in the use of a harness and comfortable at heights, staff, or subcontractors should be used to install roof sheathing.
- Full body harness with tie offs are required by roof sheathing crews.
- Everyone that will be using a harness will need to go through a "fall protection safety training meeting" given by a Competent Person prior to using the harness. The training will be documented.
- Everyone in harnesses will tie-off to the trusses with a cross arm strap loop around the trusses until enough rows of sheathing are installed to install tie-off anchors.
- For each row after that, tie-offs (anchors) will be installed on the roof, and everyone is to tie-off to those.
- Competent Person on-site will determine where on the roof the anchors will be installed.
- No one is allowed on the roof sheathing if the sheathing is wet, icy or has snow on it.
- If there are high winds, 20 mph or more, no one is allowed on the roof until the wind dies down.

### **Swing Fall Hazards**

The swing fall hazard is created by the pendulum effect, which can swing a fallen worker into a nearby surface, such as a wall or surface below. It is important to evaluate the swing fall hazard at any edge where a worker might fall. A worker who falls while connected to an anchor (unless it is directly overhead) will swing back and forth like a pendulum. Workers can be seriously injured if they strike objects during a swing fall.

- To lessen the effects of a pendulum, fall the amount of travel (left or right horizontally) from the center point should be no more than 30 degrees.

- The illustration and table below will aid the Competent Person to establish the maximum amount of travel a harnessed person on the roof can travel horizontally based on the distance the anchor point is from the leading edge of the roof.



A – is the distance the anchor connection is from the roof edge (leading edge).

B – how far the SLR (self-retracting lifeline) is extended out from the anchor when you move to right or left of the center point the maximum allowed.

C – distance you can travel horizontally from the center point to the left or to the right.

D – leading edge of the roof.

E – N/A

A	B	C
96"	110"	55"
102"	118"	59"
108"	124"	62"
120"	138"	69"
132"	152"	76"
144"	166"	83"
156"	180"	90"
168"	194"	97"

#### Lateral & X (Truss) Bracing

- Installed only from an approved ladder, standing on the center plank and/or in a full body harness with lanyard and tied-off to the trusses.

### **Installing Siding, Fascia & Soffit from the Roof**

- Installed only in a full body harness with lanyard and tied-off to a properly secured tie off (anchor).

### **Other Openings in the Floor**

- Openings or holes are anything 2" x 2". Items of that size could fall to the lower level so covering these openings is required.
- These openings will need to be covered with a secure cover.
- The covers must be painted with highly visible paint.

### **Scaffolding**

All types - guidelines for set-up and inspection

- A Competent Person (staff) must oversee the building, set-up, and usage of all scaffolds.
- The Competent Person must perform daily inspections and re-inspect after bad weather conditions.
- The working platform height must be fully decked.
- Never use a scaffold that has ice or snow built up on the decking.
- Follow the manufacturer's instructions when erecting the scaffold.
- Do not work on scaffolds outside during stormy or windy weather.
- Do not climb on scaffolds that wobble or lean to one side.
- Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted or otherwise damaged.
- Do not use any scaffold tagged "Out of Service."
- Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
- Do not walk or work beneath a scaffold unless a screen mesh has been installed between the mid-rail and the toe-board or planking.
- Do not climb the cross braces for access to the scaffold. Use the ladder.
- Do not jump from, to, or between scaffolding.
- Keep both feet on the decking. Do not sit or climb on the guardrails.
- Do not lean out from the scaffold. Do not rock the scaffold.
- Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.
- Do not throw anything "overboard" unless a spotter is available.
- The first step on a scaffold cannot exceed 24".

### **Wall Jacks (Carpenters Bracket Scaffold) with Scaffold Planks**

Must be secured to the house:

- At the top (one 16D duplex nail)
- At the bottom by the t-brace (two 16D duplex nails)
- At the mid-point diagonal brace (one 16D duplex nail)
- Must be fully planked (two rows of planks) when installed on the exterior of the house.
- Edge of plank can be no more than 14" from wall.

- Must have a continuous guardrail, mid-rail on the outside perimeters for exterior installations.
- Must have a toe-board installed (front and rear) if plank is over 10' from the ground.
- All planks must be bolted down to each wall jack they are resting on.

#### **Center Plank Brackets with Scaffold Plank**

- Center plank brackets will be used with a single scaffold plank in the center of the house to set trusses.
- Center scaffold plank will be installed always having 3 equally spaced supports under it.
- Secure to the house framing with 4" timber screws.
- The top of the plank must be less than 10' from the floor.
- Scaffold plank must overlap the end center plank bracket by at least 6" but no more than 12".
- Secure the scaffold plank at the end so it cannot slide.

#### **Ladder Jacks**

- The extension ladder must be secured at the base of the ladder so it cannot slide backwards.
- The extension ladder must be secured at the top of the ladder to prevent tipping.
- Ladder jacks are to be installed on the ladder, so the jack is in between the ladder and the building. Installing them on the outside of the ladder could cause the ladders to tip away from the house.
- When the plank is greater than 10', full body harnesses, lanyards and tie-offs are required.

The top of the platform cannot exceed a height of 20'.

#### **Frame Scaffolding**

- Do not work on platforms or scaffolds unless they are fully planked.
- Do not use a scaffold unless guardrails and all flooring are in place.
- Level the scaffold after each move.
- Do not extend adjusting leg screws more than 12 inches.
- Frame scaffold 3 levels high must be secured to the house or structure.

#### **Mobile Scaffolds (Wheels Installed)**

- Remove all loose materials from the scaffold before moving it.
- Do not move a mobile scaffold with anyone on the scaffold.
- Get assistance to move the scaffold.
- Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.
- Mobile scaffolds must be protected from falling into a hole or dropping off an edge.

## **Fall Rescue Plan**

Objective:

- Preventing prolonged suspension
- Performing rescue and treatment as quickly as possible

- Get the person down safely within 5 minutes. If that is not possible, use the "leg relief strap" or "knee raise" to relieve pressure on their legs.
- Identifying orthostatic intolerance (suspension trauma) signs and symptoms

**Pre-rescue Plan and Possible Hazards Identified:**

Set a chain of command:

- Designate a Rescue Leader (Staff)
- Designate Second and Third Rescue Leaders (Site leader or Crew Mentor) and people to do the jobs below.

Assign responsibilities (this may change based on where the fall happens and who has fallen)

- Who is in charge in the air?
- Who is in charge on the ground?
- Someone to call emergency personnel (911)
- Someone to stand at the nearest intersection to guide in emergency personnel.
- Someone to take charge of clearing a path to the injured i.e., move equipment and cars to get the emergency vehicle as close as they can.
- Someone to take charge of the site to get other workers not needed off the roof and stop all work on-site. Organize all non-essential workers to the emergency meeting area, take roll call and make sure no one leaves.

There always needs to be at least one person on the ground when workers are using the harnesses. Make sure that this person can come to the aid of a suspended worker.

Discuss the 3 types of fall rescue: What steps will be taken by staff, volunteers and emergency personnel What are some possible scenarios?

**3 Types of fall rescue:**

Self-rescue:

- A person can get themselves back to a safe area and not hanging from the harness.
- The rescue can be completed in 5 minutes or less.

Aided self-rescue

- A person can help with the rescue but cannot do it themselves.
- The rescue can be completed in 5 minutes or less.
- The leader will decide if staff & volunteers will rescue, or we will wait for emergency personnel.

This decision will be based on:

- Site conditions
- Condition of Incident victim(s)
- Safety of other individuals that would help rescue
- Do we have the proper rescue equipment?

Fully aided rescue

- A person is too injured or incapacitated.
- It is not safe for staff and volunteers to perform the rescue.
- The rescue will then be performed only by emergency personnel.
- If self-rescue or aided self-rescue is impossible, if the person is able, they should "pump" his/her legs frequently (like riding a bike) to activate the muscles and reduce the risk of venous pooling.
- If the suspended person is unable to "pump" their legs, then the rescue team needs to safely relieve pressure on the legs from the harness. This can be done by elevating the legs either by having someone hold the legs up or by attaching the "Leg Supporting Strap".
- Continually monitor the suspended person for signs and symptoms of orthostatic intolerance and suspension trauma.

Equipment available to be used:

For the "Self-rescue" and "Aided self-rescue"?

- Ladder(s)
- Scaffolds & Plank(s)
- First Aid Kit

For a "Fully aided rescue"?

- Leg Supporting Strap
- First Aid Kit

### **Rescue Procedure:**

Communication with person(s) that are suspended.

Assess person's condition - Assume they are more injured than how they appear.

Incident area & site conditions - is it safe for staff and volunteers to perform the rescue? Who does what? (This may change based on where the fall happens and who has fallen.)

- Who is in charge in the air?
- Who is in charge on the ground?
- Assign:
  - Someone to call 911.
  - Someone to stand at the nearest intersection to guide in emergency personnel.
  - Someone to take charge of clearing a path to the injured i.e.; move equipment and cars to get the emergency vehicle as close as they can
  - Someone to take charge of the site to get other workers who are not needed off the roof and stop all work on-site. Organize all non-essential workers to the emergency meeting area, take roll call and make sure no one leaves.

### **Medical Care:**

Do not allow the suspended person to lie down!

The suspended person is suffering from some level of suspension trauma (orthostatic incompetence). This is caused by the pressure placed on the legs from the leg straps. Blood circulation has been cut off or severely blocked.

The possible signs and symptoms of orthostatic intolerance can start to be seen in 5 minutes and can include:

- Faintness
- Nausea
- Breathlessness
- Dizziness
- Sweating
- Unusually low heart rate
- Paleness
- Hot flushes
- Skin tone may appear grey in color
- Loss of vision
- Increased heart rate
- Unusually low blood pressure

When brought to the ground, loosen the leg straps.

They must be placed in a "W" sitting position - knees bent and torso upright and supported for 30 minutes before moving the person to a lying down, horizontal position to control the flow of pooled blood to the major organs.

"W" Position



**Professional Medical Care**

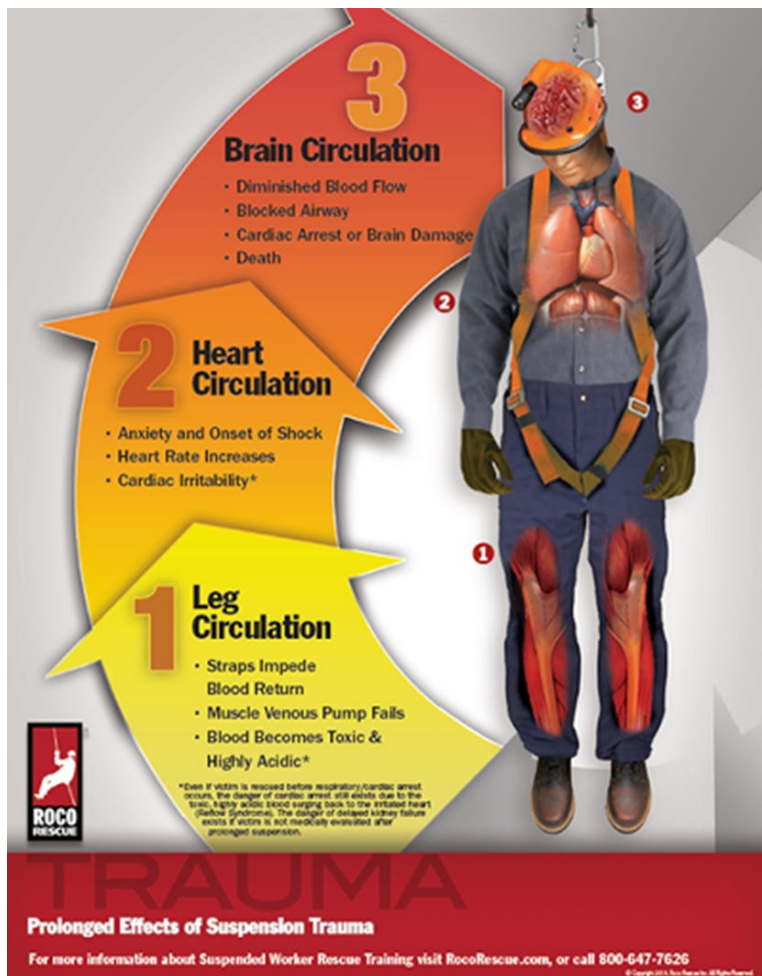
In cases when a fall happens while in a harness, and the person is suspended, that person will need to go to the Emergency Room to be checked out. No Exceptions!

- Call the emergency contact person listed on their volunteer registration form. Alert them that a fall has happened and which ER they will be transported to.
- Emergency personnel called.
- Transport will be in the ambulance.
- Rescue Leader will go to the ER with the person and stay with them until a family member arrives at the ER.

When no call to emergency personnel

- Transport will be in the Rescue Leader's vehicle.
- Rescue Leader will stay with the person and stay with them until a family member arrives at the ER.
- Transport in the Rescue Leader's vehicle will only take place after the person has been sitting in the "W" position for 30 minutes. A person that has fallen and was suspended will not determine if they get medical care or not.

### Prolonged Effects of Suspension Trauma





## Incident Investigation & Reporting

Investigate all falls from a harness as you would any other accident. See [Investigation Procedures](#)

## Crane & Rigging Safety

- All crane activities will be performed by professional, certified contractors. Crane operators will provide safety training and orientation for those who will be rigging loads, accepting loads from the crane and the designated person that signals the crane operator.
- No employees or volunteers are to operate cranes.
- When a crane is to be used on a work site, instructions (provided craby the crane operator/contractor) on working around the crane will be provided. Perimeters will be established for others not working with the crane.
- Pinch/crush points and struck-by hazard areas around the crane will be marked. Do not cross into these hazard areas. The crane operator/contractor must include information on how to identify the markings for the pinch/crush points and struck-by hazard areas.
- If access into a pinch/crush point and/or struck-by hazard area is necessary, there must be continuous communication between a spotter and the crane operator to ensure that the crane will not be operated while workers are within the area. This communication must be constant until the "all clear" is given by the spotter to the crane operator.
- Do not stand within the fall zone of a hoisted load.

## Gas Generators

- Inspect every generator you will use before you use it.
- Always follow the manufacturer's operating instructions.
- Generators must have a built Ground Fault Circuit Interrupter (GFCI) system or an external GFCI must be used. Follow the generator manufacturer's instructions to determine if an additional ground rod must be installed.
- Whichever system you are using, all GFCI's must be tested before further use to see if they are working properly (trip and reset).
- Keep generators downwind to help eliminate carbon monoxide poisoning or sickness.
- Keep generators 50' away from flammable/combustible materials.
- Only fuel a generator in the morning when it is cool and before it starts for the day.
- Never fuel a generator after it has been running for that day.
- When fueling a generator keep an ABC fire extinguisher nearby, not to exceed 50 feet away. Even though we have a "we do not fight the fire" policy we are still required to have an extinguisher within 50'.
- Before pouring, dispensing, or transferring any liquid (gasoline) from a bulk container labeled "Flammable," observe the following safety procedure:
- Only use red color, DOT approved containers for transferring the liquid (gasoline).
- Bond the containers as follows:

- You must make contact between the two surfaces (fuel can/fuel tank) or 3 surfaces (fuel can/metal funnel/fuel tank). This contact between the surfaces is known as "bonding" which will eliminate static charge build-up as the pouring process continues.
- Report any fuel spills of over a gallon to staff immediately.
- Do not place a hot generator into storage. Allow cool down time.
- NEVER use a generator in a closed location. All generators must be used outdoors and away from windows and doors, etc.
- Always point the exhaust away from openings and workers.
- Follow all the manufacturer's safety requirements.

## Appendix A – Safety Training Requirements by Work Area

### Safety Training Requirements - Winter 2023/24

Subject or Course Title	Provided by	Timing	Required Training				
			Construct	Deconstru	ReStore	Office	Other
Safe Start	HFH staff	Requirement of new employee orientation	x	x	x	x	
<a href="#">Restore Safety and Loss Control for Paid Staff</a>	Lockton	Requirement of new employee orientation			x		
<a href="#">ReStore Volunteer Safety Video</a>	(created by HFH)	Require prior to 1st volunteer shift					ReStore volunteers
<a href="#">Volunteering On A Habitat for Humanity Job Site</a>	You Tube (created by HFH)	Encouraged prior to 1st volunteer shift					1st time construction site volunteers
Competent Person	HFH online		x				
First Aid/CPR/AED	Gold Cross	Offer every year at HFH office	x	x	x		Offer 1st come/1st served to Senior Crew
<a href="#">Active Shooter On-Site: What Employees Should Do (MM)</a>	Lockton	Requirement of new employee orientation	x	x	x	x	
<a href="#">Preventing Slips, Trips and Falls</a>	Lockton	Requirement of new employee orientation	x	x	x	x	
<a href="#">Defensive Driving Noncommercial Motorists (MM)</a>	Lockton	authorized to drive for HFH	x	x	x		
<a href="#">Forklift Operator Safety</a>	<a href="#">Insperity &amp; Bill</a>	3-year certification process	x	x	x	<a href="#">Forklift</a>	Training and certification required prior to being authorized to operate Paul Bill are trainers.
<a href="#">Back Safety</a>	Lockton				x		
<a href="#">Portable Power Tool Safety</a>	Lockton			x	x		ReStore backroom volunteers
<a href="#">Warehouse Safety</a>	Lockton				x		ReStore backroom volunteers. Per Bill:
<a href="#">Truck (All authorized drivers)</a>	HFH Staff	required prior to being authorized to drive for Patience. Annual retraining and	x	x	x		Authorized driver volunteers
<b>Annual Classroom Training - Construction: (2024 topics)</b> Bloodborne Pathogens Fire Safety and Extinguisher Accident Investigation Overhead Cranes	Fox Valley Safety	Required annually (in winter)	x				
<b>Annual Classroom Training - ReStore:</b> Bloodborne Pathogens, Fire Safety and Extinguisher, Accident Investigation	Fox Valley Safety	Required annually (Dec '24/Jan '25)		x	x		

## Appendix B – Incident Report



# Incident Report

Check one:

- Near miss
- First aid only
- Seeking medical attention

Check one:    Employee    Customer/donor    Volunteer    Vehicle/donor property

### INCIDENT INFORMATION

*Note contributing factors: weather conditions, obstructions, etc.*

Contact person:	Affiliate Name:
Phone:	Email:
Date of incident:	Time of incident:
Location of incident:	
Authority notified, if any:	
Full description of what and how the incident happened:	

### INJURED PARTY

*Attach additional page, if needed.*

Name:	Email:	Phone:	<u>Check one:</u> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Genderqueer/ Non-binary
Complete address:			
Description of injury:			
Onsite treatment:			

### PROPERTY DAMAGE

*If leased, obtain name, address and phone of leasing company.*

Description of property:			
VIN or serial number:	License plate number:		
Owner name:	Email:	Phone:	
Owner address:	Driver's license number:		
Description of damages:			

### WITNESS

Name:	Email:	Phone:
Complete address:		
Name:	Email:	Phone:
Complete address:		
Signed:		Date of report:

## Appendix C – [Witness Report](#)



### Witness Report

Thank you for providing complete and accurate information about the incident.

<b>INCIDENT INFORMATION</b>	<i>Note contributing factors: weather conditions, obstructions, etc.</i>	
Your name:	Email:	Phone:
Your address		
Date of incident:	Time of incident:	
Location of incident:		
Full description of what happened:		

<b>INJURED PARTY</b>	<i>Attach additional page if needed.</i>
Name:	<i>circle</i> Male Female
Description of injury:	
On-site treatment:	

<b>PROPERTY DAMAGE</b>
Description of property:
Description of damages:

Signed \_\_\_\_\_ Date of report \_\_\_\_\_