




Work Site Safety Checklists

General Safety:

1. Speak up- if something looks unsafe it probably is. An observer can spot danger quicker than a worker.
2. Don't lift beyond your strength. Get a partner. Remember to bend you knees. Lift with your back straight.
3. Keep an eye on your load as you move and turn so as not to whack someone with a board.
4. Do not run when carrying tools or materials
5. Know where water and the first aid kit are located.
6. Tell the Site Coach or Construction leader immediately in the event of an injury. Do not leave the build site.
7. Think & concentrate on your task. "Someone needs a well built new home"
8. If you are uncertain about how to do a task, or how to operate a power tool, ask!



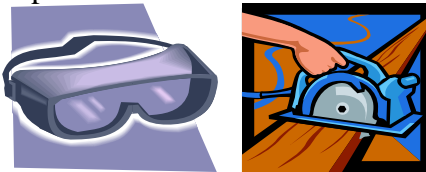
Security & Housekeeping

1. Have access to a telephone
 2. Have an adequate supply of fire extinguishers accessible to all.
 3. Do not store flammable or combustible materials inside the building.
 4. Arrange deliveries to minimize value of materials on job site.
 5. Keep the interior of the building, including stairs, halls, and open floor areas free of debris.
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6. Keep around the building free of debris
 7. Remove nails from scrap lumber as soon as practical*
 8. Keep all electrical cords free of entanglement with loose materials and in good repair.
 9. Wipe up spilled liquids on areas that may cause workers to slip.
 10. Build protective barriers around openings on the site or in the building that may cause falls.
 11. When dropping materials to the ground, barricade the drop area.
 12. Excess tools, small pieces of material, sawdust, mud and power cords each represent a potential for injury on the job site.
 13. Stack unused lumber and building materials neatly so as to reduce the chance of tripping and to assist in accounting for materials.
 14. Discard banding material as soon as it is removed from bundled lumber.

Worker Safety Equipment

The affiliate will make basic safety equipment available to every volunteer such as hard hats, safety glasses, dust masks, ear plugs, and gloves

1. Have potable water at the site
2. Volunteers working during framing and roofing operations should wear head protection as the possibility exists for injuries.
3. Obtain updated vaccinations such as tetanus shots.
4. Wear ear protection to reduce the noise levels or duration of exposure to loud sounds.
5. Eye and face protection shall be required when operations present potential eye or face damage.
6. Hammering or the use of power tools has the potential to produce projectiles which could cause eye injuries.
7. When persons are exposed to harmful respiratory substances, respiratory protective devices must be used.
8. Clothing should be loose enough to permit easy bending but not loose enough to get caught in moving tools.
9. Open toed shoes are not permitted on the build site.



Hand and Power Tools

1. Wear safety glasses when operating power tools and nailing.
2. Wear hearing protection when operating saws.
3. Never hold the work in your hands. Place the work on a firm surface.
4. Guards on saws must be in place & operating. Keep blades sharp.
5. Don't bind the blade of any saw. Insert a small scrap of roofing, cardboard, or something as you saw to keep from binding. If a saw binds, it will kick back toward the operator. Do not overreach.
6. Make sure wooden handles to not have cracks
7. Inspect cords for frayed wires or damaged insulation
8. Use grounded plugs on tools
9. Plug electrical equipment into a ground fault circuit interrupter.
10. Use tools "only" for their intended purpose.
11. Do not operate tools without approval or supervision. Do not operate a tool if you have not been trained to use it.
12. Place yourself in a good body position-most hand tool accidents result from being struck by the tool or flying chips.
13. Disconnect power source before moving the tool, making adjustments, or changing bits or blades.
14. Do not use the cord to lift or lower the tool.
15. Do not fasten extension cords with staples, nails, or suspend by wire.

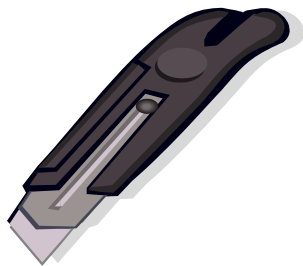


Ladders

1. Use ladders for the purpose for which they were designed. Do not use ladders for skids, braces, or work benches.
2. Provide a stairway or ladder for any point of access where there is a break in elevation of 19 inches or more.
3. Make sure ladder size meets job demands.
4. Do not use step ladders as straight ladders, always open all four feet and lock spreaders in place and place in a level position
5. Do not leave tools or materials on steps.
6. Use proper angles when using straight and extension ladders.
For every four feet of height, move the bottom of the ladder one foot from the wall.
7. Secure straight and extension ladders by tying off the top or securing the base.
8. Top of extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
9. Before climbing extension ladders make sure latches are properly engaged.
10. Extension ladders must be overlapped at least three rungs.
11. Keep body near the middle of the ladder. Avoid leaning off the edge of a ladder.
12. Do not carry anything that will prevent holding on. Use a tool belt to lift tools.
13. Only one person on a ladder at a time
14. If it becomes necessary to place a ladder in or over a doorway, barricade the door.
15. Do not use metal ladders near electrical exposures.

Scaffolding

1. Inspect all scaffolding before starting work to determine if safety features are in place and construction is sound.
2. Ensure that the footing and anchorage for scaffolds are sound. Do not alter scaffolding members or use make-shift moorings. Have a 'competent person review any adjustments.
3. Know safe working loads of scaffolds and work within those limits.
4. Do not allow tools, materials and debris to accumulate on scaffold.



Rough-In Carpentry/ Roofing

Observe all rules and precautions specified under general, power tool and ladders.

1. Remove nails from discarded lumber as soon as practical.
2. Always wear a hard hat during the framing stage. Watch for materials falling from above.
3. Use caution when walking of floor joist. Watch your footing.
4. Cover stair openings as soon as sub-floor is installed with suitable materials screwed to the sub-floor with deck screws.
5. Install a temporary 2x6 about 6" from the bottom of the first course of roof sheathing as soon as it is installed to prevent tools or personnel from sliding off the roof.
6. Install GFCI circuits in the temporary power system.
7. Install a stair, ladder, or ramp to provide access for workers to break any elevation over 19".
8. Do not step backwards on a roof! Every year, experienced roofers fall off the roof by stepping backwards.
9. When roofing, wear shoes with soft soles with some tread left.
10. Loose materials and sawdust should be removed frequently from the roof surfaces.
11. When standing up wall, make sure there are enough people to holdup the wall, and have bracing ready so it can be fastened as soon as possible.
12. Make sure the wall is fully supported until the bracing is up.
13. Do not allow personnel to work beneath areas being framed or roofed.
14. Never work on a roof alone.



Siding

Observe all rules and precautions specified under general, power tools and ladders.

1. Move materials close to the work area to minimize carrying distance
2. Remove nails from scrap- discard properly.
Use proper hand tools

Insulation and Drywall

Observe all rules and precautions specified under general, tools and ladder

1. Utility knives are very sharp – keep your hands out of the path of the blade.
Do not lean boards against your leg to cut it Lay it on the floor or lean it against the wall and cut away from yourself.
Always retract the blade or install guard when not in immediate use.
2. Fiberglass particles can be particularly harmful. When handling insulation, wear Sturdy, loose, long sleeved clothing, gloves and goggles (even glasses are inadequate protection), face mask, a respirator and a hat. If fiber glass particles get on your skin shower in cold water as soon as possible. Do not scratch.
3. Drywall is very heavy. Stack drywall materials so that they are stable and secure. Be careful not to break the corners of the drywall. Do not ever pull a stack away from the wall as many bones have been broken by shifting stacks.
5. Safety glasses and masks help prevent drywall dust from getting into eyes and lungs.



Paint, Floor & Interior Trim

We know you are tall and growing so do not put your dirty hands on the top of door facings! As they say, "I'm not your Mama". You will wash your own dirty finger prints from newly painted trim and wall! Failure to comply could be a safety risk.

1. Maintain good housekeeping in the work area.
2. Wear respiratory protection when sanding and painting as appropriate.
3. Be aware of others working in the vicinity. You don't want to miss your mark and strike someone working in an adjacent area.
4. Place ladders on solid footing and don't leave any tools or paint on top of ladders.
5. Don't cross hand to stabilize material when using a miter saw to cut trim. Have someone else cut it for you.
6. After painting wash your own brush, roller and paint tray. Never leave a brush while you eat lunch. Place the brush in water or wrap it in a plastic until you return.
7. Put the lid on the paint securely, but do not damage the lid.



Landscaping

1. Contact electric, gas and phone companies for the location of cables prior to digging.
2. Use caution with hand tools- swings, jabs or excessive force can result in injuries.
Watch that shovel!



3. Do not over lift- dirt is heavy!