



Safety Summary – Safety Comes First!

All volunteers are required to read this sheet and sign at the bottom, indicating that they have read and understood these safety guidelines. Workers may not work on the site until they have done so.

A building site can be dangerous, but Maumee Valley Habitat for Humanity will do all that it can to provide a safe work environment. These guidelines are some commons-sense tips that are meant to remind you of your responsibilities to keep yourself safe and to leave the site the same way you arrived.

The Construction Manager, Repair Manger or Site Leader (all "Site Leaders") is in charge of the building site and will enforce all safety rules and procedures. Volunteers who are unable to comply with the safety procedures of the affiliate or instructions from the Site Leader will be asked to leave the site.

General Site Issues

- Valuables should be securely locked in your car or, better yet, not brought to the site.
- When you are first walking around on the site, take a moment to look around and acquaint yourself with any potential trip and fall hazards as well the location of tools, building materials and other volunteers.
- Once work has begun pay attention to work going over your head and around you.
- Help keep the site safe by picking up hazards such as pieces of building material, tools, or anything else that could cause someone to trip and fall.
- Boards with nails sticking out of them are a serious hazard. Take a moment to remove the nail.
- If you spot an unsafe situation, point it out to the Site Leader. If you're uncomfortable with how something is being done, ask.

Personal Safety

- If you are not sure about how to do something, ask.
- Do not wear loose or baggy clothing. Pants should not have cuffs. Buttons on shirts or jackets should be buttoned and loose sleeves rolled up. Do not wear jewelry.
- Shoes should have sturdy soles. Steel-toed shoes are preferable if you have them.
- Recognize your own limitations. Building a house is not a speed contest and a building site is not an appropriate place to demonstrate your physical prowess or to try to reclaim your lost youth. In short, do not take on tasks for which you are not equipped.
- Use care when lifting and carrying any building materials. Lift with your legs, not your back and get help for larger and heavier items. Wear gloves and watch for trip hazards when carrying such things as wall panels or roof trusses.

Personal Protection Equipment (PPE)

- Proper PPE for the day will be designated at the daily Safety Meeting and all volunteers are required to wear that equipment while on the work site. We will provide PPE but if you have your own, you are welcome to bring these items with you.
- Safety glasses will be required at all times. If you have corrective lenses that say they are Z87s, these meet the safety standard. If not, you will need to wear safety goggles over your corrective lenses. If you normally wear contacts, please wear your glasses.
- Hardhats will be worn when we are deconstructing or framing, when on scaffolding, or any time there is work going on overhead.
- Gloves should be worn unless using power tools.
- Hearing and respiratory protection will be provided when needed.

Tool Safety

- The Affiliate encourages you to bring and use your own hand tools. However, personal power tools and ladders are not to be used on site unless first inspected by the current Site Leader.
- Mark your own tools. The affiliate's tools will be spray-painted pink!
- You will not be allowed to use power tools unless approved to do so by the Site Leader. Only those with experience or considered competent through training will be allowed to use power tools.

Weather Safety

- Wear clothing appropriate to the weather. We work unless the temperatures are extreme, thunderstorms are in the area, extreme weather is predicted, or conditions make footholds unsafe
- In bad weather, sites can become slippery so watch your footing.
- The Site Leader will make you aware of emergency plans for hazardous weather conditions during the training. If such an event occurs, please follow their directions.

Fall Protection

- You will not be allowed on a roof unless approved to do so by the Site Leader. Only those with experience or considered competent through training will be allowed on roofs.
- If using a ladder, make sure that it is safe and not damaged. An unsafe ladder should be reported to the Site Leader.
- Step ladders must only be used in an open position and only by one person at a time. All four legs must be firmly on the ground and the ladder leveled and secure.
- Extension ladders should be used according to the manufacturer's directions found on each ladder.
- The placement and installation of scaffolding will be supervised by the Site Leader. No one will be allowed on the scaffolding until inspected by the Site Leader.

At the Conclusion of Your Work

- All borrowed tools and personal protection equipment must be returned to the appropriate container before you leave the site.
- If supplies are provided to clean the PPEs after each use, please help out by doing this.

By signing this, I affirm that I have read and understand these guidelines. I affirm that I will ensure that Safety is First.

Print Name

Signature

Date