



**National Women
Build Week**
Sponsored by Lowe's



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Work Crew Packet for Groups

Thank you for volunteering with Habitat for Humanity! We are excited to have you on the construction site. You do not need to be an expert in construction to help out on a work site. There are many tasks that only require a willingness to learn and work with others. By working side-by-side with the family who will live in the house, you will get to experience the joy created when a family is able to realize their dream of home ownership.

Checklist:

- ✓ Read over Work Crew Policy
- ✓ Fill out Release and Waiver of Liability Form for Each Volunteer
- ✓ Fill out Emergency Contact Form for Each Volunteer
- ✓ Fill out Acknowledgement Form

Work Site: To Be Announced

Directions will be provided

Work Hours: Saturday, May 5 from 8:30 a.m. to 3:30 p.m.

Project: Help construct a new single family residence. (No previous experience with this type of work is necessary)

Attire: Comfortable clothes that can get dirty and are suited to the weather.

Sturdy shoes (**absolutely no sandals!**)

Rain gear or sunscreen as needed.

*For your own safety, please avoid wearing extremely loose clothing that could cause a safety hazard



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Food: Lunch will be provided at 12:00 p.m. You need to bring your own water

Please Bring:

- **Water Bottle**
- A tool belt, hammer and tape measure if you already own them.
- A sense of humor and patience

Please Leave at Home:

- Youth or Children under 16
- Alcohol and illegal substances

**Junction City/Harrisburg/Monroe
Habitat for Humanity
WORK CREW SAFETY POLICY**

Guidelines for a Safe Work Site

1. Think before you do your work or task.
2. All personal tools and equipment brought to the work site must be safety checked by the Site Supervisor or his/her designee.
3. If you are uncertain about how to do a task or operate a tool- ask someone!
4. Concentrate on your task.
5. Know where the first aid kit is located and how to get emergency help.
6. Advise the Site Supervisor **immediately** of any unsafe or hazardous tool or situation.
7. **Always** clean up the work site at the end of each day.
8. **Never** leave any open holes or ditches uncovered or unmarked.

Work Site Cleanliness

A clean work site is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents.

Building materials and supplies should be positioned in carefully laid out piles to allow adequate aisles and walkways. Clean all rubbish and scrap materials on a daily basis. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire, or other materials to accumulate on the work site, as they interfere with



work and can cause a hazard. Keep tools and equipment that are not being used in buckets, on panels, or in tool boxes. This protects the tools and the workers.

Proper Safety Equipment

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

Workers should wear covered shoes at all times when on the construction site, except that boots will be worn during framing and lot clearing activities. Any worker not wearing closed toe shoes or wearing sandals shall not be permitted to remain on the work site.

A worker must wear protective glasses any time he or she is operating a power tool or when instructed by the Site Supervisor. Each worker must wear a dust mask when installing insulation, sanding, or when instructed by the Site Supervisor. Gloves must also be worn when installing insulation.

Earplugs should be worn when using a power tool for a prolonged period of time or when instructed by the Site Supervisor.

Power tools and Other Electrical Equipment

Never lower or carry a power tool by its cord. Clean tools daily. Power tool should be checked for defective switches, plugs, and proper grounding. Defective tools should not be used and should either be reported to the Site Supervisor or labeled for repair immediately; **do not wait until the end of the day.**

To avoid electrical shock, the following rules must be obeyed:

1. Three-pronged plugs must be used on all power tools, unless they are double insulated.
2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails, or suspended by wires. Extension cords must have properly gauged wire.
3. All temporary lights must be equipped with non-conductive handles.

Hand tools

Always select the correct size and type of tool for your work, and be sure it is sharp and properly adjusted. **Do not use** any tool if the handle is loose or in poor condition and bring it to the supervisor immediately. Dull tools are hazardous to use because excessive force must be used to make them perform. Oil or dirt on a tool may cause it to slip and cause injury. When using tools, hold them correctly; most



edged tools should be held in both hands with the cutting edge away from you. **Never use your hand or fingers as a guide to start a cut!**

Handle and carry tools with care. Keep edged and pointed tools turned downward and/or outward. Carry only a few tools at one time unless they are mounted in a special holder or carried on a tool belt. Anyone working with a hammer in a high area should wear a hammer loop or tool belt, and when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or in a precarious position. Do not carry sharp tools on your pockets. When not in use, tools should be kept in tool boxes or buckets- **not left on the ground.**

A Special Word on Saws

1. Do not bind the blade of any saw. When cutting long panels, the blade may bind and kick the saw back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
2. Never use a power saw without a properly working blade guard. A spring-actuated guard often can become bent and will not slide quickly, or the spring can become stretched so the return is slow. Repair any damage to the guard as soon as it happens, and **never** tie the guard back out of the way.
3. Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.
4. Do not use a dull blade.
5. **If the motor is smoking – STOP!**

Ladders

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

Use a ladder that will reach the work. **An extension ladder should reach at least three feet above the work level.** Move the ladder with your work. **If both of your shoulders are extended outside the ladder while you are working, you are reaching too far and need to move the ladder.**

When using an extension ladder, use the 'four-to-one' rule: **for every four feet of height, move the bottom of the ladder one foot away from the wall.** A ladder is pitched at the proper safe angle if you can grasp a rung at the shoulder height.

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



Never use an aluminum ladder in the vicinity of electrical lines. The use of ladders on rainy and/or windy days will be determined by the Site Supervisor.

Carry tools and materials in proper carrying devices, and keep your hands free for climbing. When climbing, always face the ladder.

Scaffolding

Inspect all scaffolding each day before using it. When erecting scaffolding it must be plumbed and leveled, end braces must not be forced when constructing scaffolding.

Defective planking causes many scaffolding accidents. Scrap lumber must never be used for scaffolding. Inspect planks daily for splits or other damage; do not use planking that shows excessive wear.

Roof Work

Step ladders will not be used for access to or egress from a roof.

Access to and from any roof will be by extension ladder. Jumping off a roof is strictly forbidden.

A ladder should not be extended any higher than six feet from the gable end of the roof.

If you lose your footing on a roof, you should sit down. A slide will be stopped by the toe board mounted on the roof.

Emergency medical care

If someone is injured on the job, contact the Site Supervisor immediately and summon any needed medical help. You should also use the supplies in the first aid kit to stabilize the injury as much as possible until help arrives.

The Site Supervisor must contact the Construction Coordinator as soon as possible in order to apprise him or her of the accident.

Additions to the Safety Policy, January 2006

1) Volunteers Under the Age of 18

- Children under the age of 14 are not allowed on the construction site.
- Individuals between ages 14 and 16 can do only limited work on the building sites. They can paint or landscape but should not be on the site when construction work is underway.



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- Volunteers between 16 and 18 can do general construction but cannot do excavation, demolition, roofing, or work above 6 feet and cannot use power tools.
- Anyone over 18 can do any of the construction-related jobs on the site.

2) Safety Coordinator

A Safety Coordinator will be designated for the building sites and will be responsible for implementing the affiliate's Work Crew Safety Policy but will not be responsible for overseeing any part of the actual construction.

3) Safety Equipment

Appropriate safety equipment will be made available for each volunteer on the building site. The equipment will include safety hats, goggles, ear plugs, dust masks, and gloves. The Safety Coordinator and Construction Supervisor will ensure that such equipment is worn at appropriate times.

4) Power tools

The affiliate will supply all power tools used on the building site.

5) All volunteers must sign a waiver of liability form and a form acknowledging they have read a copy of the Junction City/Harrisburg/Monroe Habitat for Humanity Work Crew Safety Policy.

Acknowledgment Form

I acknowledge that I have read a copy of the Junction City/Harrisburg/Monroe Habitat for Humanity Work Crew Safety Policy and I understand its contents.

Signature of the Volunteer Worker

Date

Printed name of the Volunteer Worker

Email

This form must be completed and returned to the Habitat for Humanity Office prior to work.