

Habitat for Humanity Safety Procedure Overview

TO BE REVIEWED WITH EACH NEW VOLUNTEER ON THEIR FIRST DAY

1. **Your name tag-** must be visible at all times. It is as important as the safety waiver you filled in case of accident.
2. **Be aware as you walk around the site.** Look below for holes in the ground or in the floor in the house. As you approach the house, please note where other volunteers are in front of you, above you and below you. Falls are the most common injury on a site (except for fingers and thumbs being hit with hammers!☺) so we want to avoid them.
3. **Keep an eye out for people carrying long items** and if you are carrying something large or long (like a ladder or piece of wood), please look ahead and behind you before turning.
4. **Don't lift anything heavy without help.** If it is too heavy, stop and ask for help or get someone else to do it. Lift with your legs, not your back.
5. **We have ear eye and head protection on-site.** Ask the tool trailer coordinator or another lead volunteer for ear plugs, goggles or hard hats. You should always wear a hard hat when someone is working above you.
6. **There may be a tool trailer coordinator on-site.** This person can help you find the tools you need and make sure you return them to the correct place. If a tool you are using needs repair please make them aware of it.
7. **There is a house leader assigned to this build and crew leaders assigned to the day and the task.** Make sure you know who they are and go to them in case of an accident. A first aid kit is kept in the tool trailer.
8. **Drink plenty of water.** Water is kept in the big orange jug on-site. There is also a port-a-potty on the site.
9. **Ladder safety:** always have 2 people: one to hold the ladder and one to climb up it. Never step on the top 2 steps or use the back shelf as a step. Use the 4:1 rule, for every 4 feet in ladder height, have the ladder one foot away from the house. Long ladders should extend at least 3 feet past the roof line when climbing. Make sure your ladder is on as level ground as possible and is secure before climbing.
10. **This is a green site:** please make sure you put all recyclable or redeemable items into the appropriate containers and put only trash in the trash can. We recycle all plastic, glass, paper and tin. **Please help keep our community green!**
11. **Keep the work site clean:** please pick up any debris you see and put in the appropriate area. Keep an eye out for nails that may be sticking up (please remove them or hammer them down) and pick up loose nails and return them to the tool trailer. **A clean site is a safe site.**
12. Most importantly, **please be totally comfortable with whatever task you are doing.** If you begin to feel uncomfortable or don't like what you are doing, please stop and ask for a different task. You can ask the house leader, crew leader or one of the volunteer coordinators to find something for you to do. This is supposed to be fun and a great way to learn new tasks but you are allowed to change your mind! **Mike Williams** is our Director of Construction and either he or the house leader will be telling you what tasks are available to do and explain what the work day will be like.

THANK YOU SO MUCH FOR BEING HERE TODAY,
PLEASE ENJOY YOUR DAY!