

ARKANSAS VALLEY HABITAT FOR HUMANITY

WORK CREW SAFETY

SAFE ATTITUDE

1. Your safety comes first!
2. No machine, tool or product is as important as you!
3. If unsure of proper work procedure, ask the supervisor.
4. Watch out for unsafe practices of others

HAND TOOLS

1. Always use the right tool for the right job.
2. Keep tools sharp and clean
3. Hold edged tools with both hands.
4. The cutting action should be away from you.
5. Keep edged and pointed tools turned downward.
6. Keep sharp and pointed tools out of your pocket.
7. Do not leave hand tools on machine tables.
8. Keep hammer in loop or belt
9. Do not lay a hammer on a roof or above other workers
10. When not in use put tools in special boxes.

POWER TOOLS

1. Be familiar with safe operating procedures.
2. Use safety goggles for eye protection.
3. Use ear plugs during prolonged operation of loud machines.
4. Use two hands when operating.
5. Never carry power tools by their cords.
6. Defective tools should not be used.
7. Do not plug into more than two extension cords connected end to end.
8. Check for proper set up on table.
9. All power tools must be grounded and have three pronged plugs.
10. Turn off and unplug when not in use.
11. Clean power tools at the end of the work day.
12. Place in proper storage at the end of the work day.

LADDERS

1. Be sure all ladders are sturdy and secure.
2. Do not use an unsafe ladder
3. Place a ladder on solid footing.
4. Place a ladder away from holes or cracks.
5. Place a ladder at a safe angle, 1ft. out for every 4 feet up.
6. Extension ladders should extend 3 ft. above the work level.
7. Face the ladder and use both hands when going up or down.
8. Do not step above the safety rung.
9. Do not reach too far from a ladder.
10. Do not step on a rung above the roof line.
11. Never use an aluminum ladder near electrical wires or during inclement weather.
12. On scaffolding, do not step near the ends or edges of the planks.
13. Place ladders in proper storage at the end of the work day.

CLOTHING

1. Wear hard soled shoes.
2. Wear appropriate and not loose clothing.
3. Wear hard hat when needed.
4. Wear gloves when handling rough materials.
5. Do not wear gloves when operating machinery.

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HOUSEKEEPING

1. Keep all materials in neat piles away from entryways.
2. Clean up all scrap materials as work progresses.
3. Place scraps in containers or piles away from the work area.
4. Place flammable scraps in the burning container, if provided.
5. If scraps are burned watch the fire.
6. Return usable materials to the storage area.
7. Return unused nails to the proper storage bins.
8. Discard bent nails and unusable materials in proper containers.
9. Place all tools and equipment in storage area at the end of the work day.

LIFTING MATERIALS

1. Stand close to the load, bend your knees, grasp the object then lift by straightening your legs.
2. Get help in handling long or bulky materials.
3. Do not turn or twist your body, but shift your feet to turn.

FIRST AID

1. If you are injured, tell the job supervisor.
2. Use the first aid kit to clean and bandage even minor cuts.
3. If a serious accident occurs, seek professional help by asking the job supervisor to transport you to the nearest clinic or hospital.

ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Arkansas Valley Habitat for Humanity Work Crew Safety form, have read it and reviewed it, and that I understand its contents.

Signature of worker

Print Name

Date