



Rebuilding Together Safety Manual

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HOME SAFETY CHECKLIST FOR HOUSE CAPTAIN

All of the items on this list should be completed on event day. A checklist is provided in the House Captain Manual.

- Smoke detectors, with working batteries
- Handrails at all stairways
- House numbers clearly visible on outside of home
- Dead bolts on doors
- Window latch-locks (as required)
- Hot Water Tank pre-set at 110 degrees
- Fire extinguishers from HC. Boxes-encourage homeowners to keep
- Non-Slip Step Strips on stairways
- Rubber Tub Mats/ Grab Bars in Shower (properly installed)
- CO2 Detector (if there required)

PERSONAL PROTECTION: *Face, Eyes and Ears*

When should I wear personal protection?

You must wear safety glasses or goggles with fixed side shields at all times as a minimum protection in all work areas where hazard of flying objects occurs.

Noise levels exceeding 90 decibels require ear protection. Follow this rule of thumb; If you must shout to be heard, then you need hearing protection. If you are still unsure, check with your House Captain. Hearing problems develop gradually from continued exposure to high noise levels. This can result in temporary or permanent hearing loss.

What can I do to protect my body?

Refrain from wearing a torn clothing, jewelry, or rings which can easily get caught and cause damage. Always wear shirts and long pants, preferably 100% cotton, or wool, which is less flammable than other materials. Man-made materials or blends such as acetate, nylon, polyester, or rayon should not be worn. **In the event of fire, always STOP, DROP, AND ROLL.**

Proper Footwear should always be worn. If possible, wear work boots. If work boots are not possible, try to wear boots or shoes that have a thick sole or adequate protection to your feet.

Gloves should always be worn for protection of your hands. Always wear gloves when handling equipment and materials. When handling chemicals, use rubber, plastic-coated, or insulated gloves.

Proper Lifting Method to Avoid Back Injuries

What are the steps for proper lifting?

1. Protect yourself- wear gloves and supportive work shoes.
2. Examine and evaluate the load
 - a) Is the load too heavy or awkward for one person?
 - b) Is anything protruding from the load, such as nails, splinters, sharp edges, or rough strapping?
 - c) Is my path flat and clear of obstruction?
3. Get Ready to lift!
 - a) Establish solid footing
 - b) Center your body weight over your feet
 - c) Keep your back straight
 - d) Don't slouch
4. Lift the object properly!
 - a) Get a good grasp on the object
 - b) Pull the object close to your body
 - c) Lift with your legs, not your back
 - d) Move feet when turning; never twist your back

Ladder Safety

Using the ladder

1. Follow this Rule: **Only One** person is ever permitted on a ladder at any time.
2. Always face a ladder when working from it.
3. Overlap extension ladders by at least three rungs
4. Use **BOTH HANDS** while climbing up and down a ladder
5. Make sure the ladder rests on a solid and stable base

Maintenance

1. Always **INSPECT** ladders for defects before each use
2. Never use a ladder with a broken or missing rungs or damaged side rails
3. Use ladders only according to the manufacturer's recommendations

Stepladders

1. Open stepladders completely, resting all four feet on sound, level footing with braces locked

2. **DO NOT** stand up on the top step or the stop cap!

Setting up Safely

1. Always secure ladders to prevent displacement
2. Keep the area around the top and bottom of the ladder complete clear of any materials

Hazardous Materials

Precautions to remember:

Before using any hazardous materials, follow these steps to learn about specific substance:

1. Locate the warning label.
2. Read the label carefully, making sure you understand it.
3. Locate the Material Safety Data Sheets (MSDS).
4. Consult the MSDS for specific information such as:
 - a. Pre-cautions to avoid exposure
 - b. Limits of exposure
 - c. Effects or dangers of overexposure
 - d. Emergency and spill clean-up procedures
 - e. First Aid requirements

Guidelines to protect others:

1. Passersby and other workers must observe the same safety precautions as you, or they may not enter the workplace.
2. Act responsibly by informing them of the proper procedures

What does Clean Air mean to you?

1. Never smoke or have any open flames around containers indicating a flammable substance. as you should already know, smoking inside the home or job site is not tolerated.
2. Insure you have proper ventilation before you use a substance with an inhalation warning. Consult the MSDS, if necessary, to determine whether you need respiratory or other protective equipment. This protective equipment can be accessible at the warehouse, or special arrangements should be made if we know a head of time what you will need.

Primary Containers

1. Only use substances from marked containers
2. Never remove, deface, alter, or otherwise mark any container labels.
3. **DON'T MIX CHEMICALS.** Never mix chemicals or substances, as hazardous chemicals can result.

4. Store oxidants and corrosives away from each other to avoid fire or explosion.

LEAD AND ASBESTOS

1. Notify your House Captain immediately if you suspect that lead or asbestos exists and will be disturbed by your tasks
2. If there are volunteers who are pregnant or under the age of 14, please consider before you initiate work in a questionable lead and asbestos area.
3. Lead is commonly found in the industrial paints which are applied to structural steel or in homes of age
4. Never underestimate the damage that these hazards can produce, always seek professional advice

Lead Smart Work Practices

"Working with lead smart in every phase of a remodeling/renovation project"

Pre-construction Phase

1. Notify Customer/ Homeowner/ Occupant
2. Keep Records of notifications
3. Establish Lead Smart Work Policy
 - a. Generate written policies and procedures for situations when work 'disturbs painted surfaces' in pre-1978 residential units
 - b. Determine not to engage in the following work practices in pre-1978 residential units:
 - I. Dry Scraping
 - II. Sand blasting or power washing
 - III. Using an open flame or torch to remove paint
 - IV. Power sanding
 - V. Using heat guns which operate over 1100 degrees
4. Train workers in Lead Smart work policy and practices
5. Plan Project
6. Gather Supplies

Preparing the Site Phase

Interior Containment

1. Keep children away from work site: only workers allowed
2. Remove or cover all furniture in 6 mil plastic
3. Close off work area (if necessary) with 6 mil plastic on doors, windows, floor (both carpeted and uncarpeted)
4. Turn off forced air heating and air conditioning systems: cover vents with a 6-mil plastic
5. Protect all pathways throughout the unit where workers will be walking.

Exterior Containment:

1. Move Sandboxes, toys, etc. out of the work area
2. Cover ground with 6 mil plastic from foundation out 10 feet

Mid-Phase “Clean as you go” – For the Interior and exterior

1. Control Dust or Paint Chips
 - a. Wear appropriate personal protective equipment and clothing.
 - b. Use a mister or spray bottle to wet work surface beforehand scraping or sanding: Wetting the surface can suppress the dust from going air borne.
 - c. Wrap construction debris in plastic and dispose in regular landfill.
 - d. Don't eat, drink and (again) don't smoke in the work area.
2. Always clean-up work area at the end of each day.

HAND TOOLS

What is the proper care and maintenance of hand tools?

1. Maintain all hand tools and similar equipment in top-notch working condition, whether they belong to you, your House Captain, or Rebuilding Together.
2. Store tools with sharp edges so that they cannot cause injury or damage.
3. Do not carry tools with sharp edges in your pocket.
4. Do not leave tools lying around where they could cause an obstruction or hazard, such as causing a trip hazard.
5. Clean, oil, or adjust machinery **only** when it is not in motion.
6. Keep tools and accessories clean, sharp, and correctly oiled.

How do I use tools appropriately?

1. Select the appropriate hand tool for each specific task, and then use it properly, according to the directions and how it has been designed. For example, never use a wrench as a hammer!
2. Never try to increase a tool's capacity or modify the tool beyond its regular use or voltage.
3. Do not do anything that would bypass the manufacturer's safety devices.
- 4.

Electric Hand Tools

1. Never use electrical cord for hoisting or lowering tools or materials!
2. Keep moving parts of a power tool pointed away from your body.
3. Never leave a running power tool unattended!!!
4. Make sure the proper safety guard and shield are in proper working order before operating any power tool.

5. **NEVER** remove any factory-installed guards!!!!

Turning Power Tools Off- Make sure that the operational switch on any power tool is off before:

1. Plugging the tool or appliance into an electrical outlet or extension cord.
Surprise or accidental startups can be dangerous!
2. Disconnecting the tool or appliance from its power source
3. Setting the tool down.
4. Attempting repairs or adjustments, such as cleaning and oiling.
5. Changing drill bits or blades.

Grounding Guidelines

1. Stand on a dry surface while operating electrical tools.
2. Always keep hands dry while operating electrical tools.
3. Use the three-wire type of extension cords for portable electric tools and appliances.
4. Use electric power tools that are the approved double-insulated type or grounded type

What are Ground Fault Circuit Interrupters (GFCI), and what is their importance?

Ground Fault Circuit Interrupters detect low amounts of current leaking from electrical tools and chords. The interruption of the ground fault should occur fast enough to prevent electrocution of a work contacting the cord or tool. Therefore:

1. Always use GFCI's
2. Use GFCI's with extension cords

Power-Actuated Tools

Power-actuated tools are commonly known as nail guns used in construction. They could be **extremely dangerous**. Please approach these tools with the same caution and respect as you would firearms.

1. **YOU MUST HAVE TRAINING OR CERTIFICATION TO USE POWER-ACTUATED TOOLS.**
2. Wear eye protection when using power-actuated fastening tools!
3. Always use the safety devices installed on the tool.
4. Use only cartridges and fasteners supplied by the manufacturer of the tool.
5. Load power-actuated fastening tools just before you intend to fire, never in advanced.

Safety Related Electrical Work Practices

General Methods for Safety- Protect yourself when working on or near live parts of electrical circuits by one of the following:

1. De-energizing and grounding of the circuit with proper lock-out tag-out procedure
2. Only competent Electricians shall work on or near live circuits or equipment. This is dangerous work and **no unskilled volunteers** shall be permitted to work in these areas!
3. Guarding the part by insulation (all insulating materials must have a voltage rating). Cardboard voltage rating is unknown! Energized open panels must be guarded!
4. Personal Protective Equipment as follows: Hard Hat with proper Voltage Rating, Insulated Glove (tested), Eye and Face Protection, Flame Resistant Clothing.

ELECTRICAL INSTALLATIONS

Securing The Site:

1. Suitable barriers with conspicuous warning signs or other means of guarding shall be provided to insure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.
2. Sufficient space shall be provided and maintained in the area of electrical equipment to permit ready safe maintenance and operation of such equipment
3. Attached locks and tags may only be removed by the electrician that placed them.
4. Working spaces, walkways, and similar locations shall be kept clear of cords so as not to create a hazard to volunteers.

Extension Cords

1. Extension cords must be of the three-wire, heavy-duty type.
2. Visual inspections of extension cords and cord-plug connected equipment for defects must be performed daily
3. Never use worn or frayed electrical cords or cables