



SAFETY KIT

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Safety Coordinator Role Description

The Site Safety Coordinator (SC) should be a **detail-orientated person**, preferably familiar with construction sites and safety practice. Our intention is to standardize the use of safe work practices at all sites and to eliminate the incidence of unnecessary hazards and injury

The duties of the safety coordinator (SC) are as follows:

- The House Captain is ultimately responsible for safety on the site. The SC answers to the HC (house Captain), has the authority to identify and correct an unsafe condition, or to pass the issue on to the HC to correct, as appropriate. Any such actions must be reported to the HC.
- Review all information in RTABE Safety Kit prior to arriving at worksite.
- S/he will check-in and with the HC on arrival, and will be aware of the types of work and the number and type of volunteers scheduled.
- The House Captain will introduce the SC as a part of her/his morning talk.
- In addition to working as a general volunteer, the SC will make hourly rounds of all the work areas at the site, observing work practice. If volunteers are working unsafely, the SSC will stop them and demonstrate the correct and safe practice, if s/he is familiar with that. The tone should be educational and friendly.
- If there is a need for additional volunteer instruction, the SC may point the matter out to the Team Leader so that s/he can provide instruction.
- If all volunteer is willfully uncooperative with safe work practices, the SC should inform the HC who may ask the volunteer to leave the site.
- If volunteers or Homeowner/family members are under the influence of mind-impairing substances, the SC will bring the situation to the attention of the HC immediately.
- If a serious condition exists, the SC will either correct it or go to the HC for immediate resolution, as appropriate

Safety Set-up

- A. **Upon arrival at site, Safety Coordinator (SC) should:**
 - 1. Post yellow "Think Safety" Poster near registration
 - 2. Post "Emergency Numbers Sheet" at registration
- B. **Registration should also include:**
 - 1. Medical Plan (from HC manual, copy enclosed)
 - 2. Waiver Forms and "Safety Tips" sheets
 - 3. Injury Report Forms
 - 4. First Aid Kit
 - 5. All Minors (14-17) must present completed minor waiver
 - 6. **No volunteer under 18 years of age is allowed on any roof for any reason.**
- C. **Upon signing waiver, each volunteer receives**
 - 1. T-Shirt (Volunteers must wear it)
 - 2. "Safety Tips" Sheet
- D. **Before work starts House Captain gathers all volunteers for:**
 - 1. Volunteer Orientation. (see "House Captain Morning Meeting Checklist")
 - 2. **Safety Training**
 - a. Stress importance of safety first!
 - b. Review "Safety Tips" sheet
 - c. Also review pertinent items from "Volunteer Safety Checklist"
 - d. Show location of First Aid Kit & Emergency Numbers
- E. **Safety Coordinator to make HOURLY ROUNDS**
 - 1. Check for and correct hazards (cords, obstacles, etc...)
 - 2. Check for safe work practices
 - 3. If unsafe work, stop and demonstrate safe practices
 - 4. If unsafe practice continues, notify HC
- F. **House Captain to gather volunteers after lunch**
 - 1. Stress the importance of safety
 - 2. Tell Volunteers "Most accidents happen after lunch"

Safety Tips

(Hand out to ALL volunteers at registration)

Overall

- ✓ Wear name tags front and back of your volunteer t-shirt.
- ✓ No open-toe shoes, loop earrings, or loose clothing.
- ✓ When in doubt wear safety glasses, work gloves, and dust masks for appropriate tasks.
- ✓ No horsing around on the job site. No headphones. Please stay alert.
- ✓ Store valuables in car (Out of site and or under the car seat).

Ladders

- ✓ No climbing on ladders beyond a second story.
- ✓ Do not get on a ladder if you are not comfortable on a ladder.
- ✓ Make sure all ladders are secure.
- ✓ Make sure ladder extends 3 feet above roof or resting point.
- ✓ No standing on top 2 rungs of ladder.
- ✓ Make sure ladder is not too short or too long for the job.
- ✓ Make sure ladders are clear of all power lines.
- ✓ No working or walking under ladders.
- ✓ Find someone to hold the ladder when you are going up or down.
- ✓ Do not overreach! Keep belt buckle within ladder frame and keep both feet on ladder.
- ✓ No unskilled volunteers on roof.

Proper Lifting

- ✓ Lift from knees, not back.
- ✓ Lift slowly and carefully.
- ✓ Lift long or heavy object in pairs.

Clean and Orderly Site

- ✓ Never walk empty handed; always pick up debris and trash.
- ✓ Move materials that are trip hazards.
- ✓ If there is water or grease spill, put up a "Wet Floor" sign first, then clean up the mess. Do not remove the sign until the spill has dried.
- ✓ Consult house captain on disposal of hazardous materials.

All Tools

- ✓ Blades closed/covered when not in use
- ✓ No dropping tools from ladders or high places.
- ✓ Never place tools on top of a ladder.

Power Tools & Electrical Work

- ✓ Power tools used & electrical work done by only skilled/trained persons.
- ✓ Most power tool accidents happen when a task is complete and tool is winding down.
- ✓ Keep cords free of trip hazards, and make sure they are properly secured and grounded. Keep water away from all electrical work.

Medical Plan & Emergency Procedures

Fire and Police Departments in Berkeley have been notified that a major volunteer workday is taking place. They have been made aware of the locations of all RTEBN work sites and may check in on these sites during the day.

Each site is equipped with a **First Aid Kit**. These kits should only be used for minor injuries.

If someone is injured, **immediately notify** the House Captain (HC), Safety Coordinator (SC) and First Mate (FM) and any volunteer with emergency medical training.

In the event of an injury there are **three treatment options**:

Injury	Treatment/Response
1. Minor Injury of no significance	Treat at site with First Aid Kit
2. Medically significant but minor injury: (For example, a cut or broken finger)	Volunteer transports the patient to the hospital. One volunteer remains with the patient at all times. Keep the HC informed from hospital.
3. Major or life-threatening injury:	Call 911 for emergency medical assistance and transport to hospital by ambulance. One site volunteer should accompany the patient and remain with the patient.

Do not treat Injuries requiring transportation to a medical facility **except** to:

- Stabilize a severely bleeding wound
- Perform rescue breathing or CPR **if actively certified.**
- Flush certain hazardous chemical from the skin or eyes.

Provide **other emergency procedures** according to the ability and judgement of site personnel while waiting for emergency response.

If the **injured volunteer is a minor** (injuries 2 & 3 above), please contact the parent or guardian designated on the minor's waiver form.

The HC SC, or FM should **confer with the injured volunteer** on the injury and treatment options. The patient has the right to refuse treatment if he or she is of sound mind, but we suggest that the person with the most conservative opinion of treatment options overrule in the decision.

HC, SC, or FM should **immediately report** all significant injuries (2 or 3 above) to the RTEBN Staff after calling 911. Please call **(510) 644-8979** to report to the office.

HC, SC, or FM should also fill out the **Injury Report Form** at the earliest convenience on all significant injuries (2 or 3 above). If the volunteer refuses treatment, the HC, SC, or FM should obtain the volunteer's signature at the bottom of the form.

Do not admit liability. As obvious as liability seems in the situation, the rule of law could produce a different result. Try not to say anything about why you think the incident occurred. Beware of “implicit admissions”.

Keep lines of communications open with all parties. People who don’t get prompt answers to their questions may assume the worst. If they feel like they are getting the run around, they are more likely to hire a lawyer to get the answers for them. Report facts, not interpretations.

Identify witnesses and carefully preserve physical evidence. Get pictures of scene, if possible and appropriate. Write down witnesses’ names, addresses, and contact information.

Emergency Phone Numbers

Major or life threatening injury or other emergency:

Call 911

Non Emergency Calls

Berkeley Fire & Police Non-Emergency:	(510) 981-5900
Albany Fire Non-Emergency:	(510) 528-5770
Albany Police Non-Emergency:	(510) 525-7300
Emeryville Fire Non-Emergency:	(510) 596-3750
Emeryville Police Non-Emergency:	(510) 596-3700
Richmond Fire Non-Emergency:	(510) 307-8031
Richmond Police Non-Emergency:	(510) 233-1214
RTEBN OFFICE	(510) 644-8979