

Safety Manual

Emergency Telephone Number:
Dial 911

Our Location:
Valley Baptist Church
3600 S. Chippewa St
Appleton, WI 54911

Landmarks:
We are on the SE corner of the intersection of I-41 and Hwy 47.

Contacts

- Charles Dunning – Site Construction Leader – 920-725-5256
- Xxxx XXXXX – Project Safety Leader – 920-xxx-xxxx
- Steve NeSmith – Logistics Team Coordinator – 920-915-9730

Our Goal

Everyone that comes to help on the project leaves in the same or better condition than when they arrived. We strive for ZERO safety incidents; no near misses and no injuries. A secondary goal is that everyone will go home with a better appreciation for safety and will use some of the things they learned while here at home.

Availability

This manual is available to everyone. Paper copies are included in the Logistics Manual. Electronic copies can be requested from snesmith@new.rr.com. Bound paper copies will be in the church office and distributed around the project site.

Feedback

Anyone with concerns about the content of this material are encouraged to contact Steve NeSmith at snesmith@new.rr.com.

Safety Manual

Purpose of this manual:

- To create safety awareness and a safe working environment for all volunteers and staff.
- Construction is a hazardous activity. It is expected that the construction process will be completed without any injuries or near misses.

The steps needed to create safety awareness and a safe working environment are:

- Briefly discuss recent safety incidents
- Set and communicate expectations:
 - Work without any incidents or near misses
 - Follow the guidelines and rules
 - Everyone is responsible for their own safety and that of fellow workers
- Site leaders and crew leaders play a key role in creating safety consciousness
- Crew leaders need to explain the safety guidelines for the specific task to be performed
- Crew leaders need to demonstrate safe usage of the tools that will be used and audit the crew's performance
- All incidents and near misses need to be reported to the site leader, crew leader, or site support volunteer
- An accident investigation and report must be completed on all incidents and near misses, including a recommendation on how similar incidents can be prevented in the future.

Team Guidelines:

(For volunteer teams coming to work on the Valley project):

- Each team should appoint a safety leader
- Prior to participating in the project, each participant will review this manual and cooperate with its content.

Permission:

Everyone on the site is hereby given permission:

- To say "I don't understand. I don't know how. I am afraid. I'd rather not do that."
- To respectfully intervene if you see someone doing something in an unsafe manner.
- To stop what you are doing if someone raises a safety issue with you, to discuss it, and to take time to make it safe.
- To ask for help.

Safety Policy:

- All volunteers must sign and return the volunteer form.
- A short orientation/training will take place each morning. Our request is that all volunteers are present for this meeting.
- Volunteers will cooperate with this safety policy.
- Team, site, and crew leaders will promote these safety guidelines. However, ***safety must be a priority for everyone on the construction site!***
- Report any injury or "near miss" to your crew leader immediately. A first-aid kit is available in the church office. There is also an urgent care facility on the corner of Richmond Street and Capitol Drive, one block south.
- Always wear a hard hat and safety glasses in the construction area.
- Wear ear protection around power tools
- Lift with your knees ~ not your back

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- Take breaks ~ don't get overheated or "overdo" it
- Keep yourself properly hydrated. Beverages are available at water coolers around the site and in the church kitchen

Proper attire:

- Always wear close-toed shoes; hard-toe boots are strongly recommended. Sandals, flip flops, and open-toe shoes are not permitted
- Shirts with sleeves. Shirts to be worn at all times
- Shorts are permitted, but long pants are recommended
- Do not wear loose-hanging jewelry, dangling earrings.
- Rings, if worn, should be covered in wide tape to prevent them snagging on something.
- Do not wear loose clothing when operating power tools
- Long hair should be pulled back and fastened to avoid entanglements

Personal Protective Equipment:

- Always wear a hard hat in the work area.
- Always wear goggles or safety glasses in the work area.
- Wear gloves when installing insulation, moving building materials, or using bladed tools, etc.
- Long sleeved shirt must be worn when installing insulation.
- Wear dust mask when using tools that generate dust or if working in a dusty area.
- Ear plugs or ear covers must be used when operating and working around electric saws, nail guns, roto-zips, and other loud equipment.
- Full body harnesses must be worn when working at a height greater than 6'. Do not use a body harness until you have received instruction on suitable attachment points.

Music:

- IPODs and other personal players are not permitted for safety reasons.

Hot Work

- A hot work permit is required to use fire, torches, welding, or tools that will throw sparks.
- All hot work will have a fire watch and a fire extinguisher where the work is being done.

Ladders:

- Use ladders for the purposes for which they were designed. Do not use ladders for skids, braces or workbenches, etc.
- Provide a stairway or ladder for any point of access where there is a break in elevation of 19 inches or more
- Make sure the ladder size meets the job demands
- Do not use step ladders as straight ladders, always open all four feet and lock spreaders in place on a step ladder and place in a level condition
- Use proper angles when using straight and extension ladders. When using a non-self-supporting ladder use the "four-to-one" rule: for every four feet of height, move the bottom of the ladder one foot from the wall
- Secure straight and extension ladders by tying off the top or securing the base
- The tops of extension ladders must extend a minimum of three feet beyond the supporting object when used as an access to an elevated work area

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- Before climbing extension ladders, make sure latches are properly engaged
- Extension ladders must be overlapped a minimum of three rungs
- Keep your body near the middle of the ladder. Avoid leaning off the edge of a ladder. Move the ladder frequently so as not to be tempted to lean too far.
- Do not step on the top two rungs or platform on a step ladder
- Do not carry anything that will prevent holding on with both hands while ascending or descending the ladder. Use a tool belt or a tool bag to lift tools
- Only one person on a ladder at a time
- If it becomes necessary to place a ladder in or over a doorway, barricade the door
- Do not use metal ladders near an electrical exposure and never use a ladder outdoors during inclement weather or on very windy days
- When climbing, always face the ladder
- Place your 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. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raising one foot with blocks

Falling objects:

- Prevent tools or personnel from sliding off the roof; install a cleat (a 2x4 or 2x6 nailed to the roof which will act as a stop if a tool or volunteer slips)
- Avoid leaving tools on top of a ladder when moving it
- Do not leave tools or other objects on ceiling joists
- When raising and placing walls, secure immediately
- When leaning objects, ensure the angle is enough to prevent tipping over

Tool Usage:

- Use tool for the intended purpose
- Use proper tool for the job being performed
- All cutting tools should be kept sharp. Do not use dull tools
- If a tool is broken, or in poor working condition, take it to the site supervisor and do not use it. An orange DO NOT USE tag should be attached and the tool should be placed in the bin for tools needing repairs

Training:

- Obtain instruction and supervision before using a tool for the first time.
- Power tools should not be operated without proper instruction. (do not assume a person knows how to use the tool just because they say so, audit his performance until you are satisfied the operator is competent)
- Operation of the Lull and boom lift is restricted to a few individuals that have received specific training in the operation of that equipment.
- Do not operate scissor lifts until you have received a safety briefing and instruction on its operation.

Roofing:

- Take precautions when climbing onto or off the roof (this is where many roof related falls occur)
- When roofing, wear shoes with a soft sole with tread
- Loose materials and sawdust should be removed frequently from the roof surfaces

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- Never work on a roof alone
- Roof areas must have OSHA approved guarding at the edges.

Electrical:

- When working on an electric wire, check to be sure power is off or the plug has been pulled. Do not guess.
- Do not use frayed or worn electrical cords (keep in good repair)
- Maintain all electrical tools in safe condition and check regularly for defects. Remove damaged tools from service.
- Do not run electrical cords thru puddles of liquid
- Do not use a ladder within 10 feet of an overhead power line.
- Use the appropriate length extension cord to avoid the excess cord becoming a tripping hazard.
- Place extension cords out of traffic areas where they can cause a tripping hazard or be damaged. (tape cord to floor, hang overhead or wall)
- Do not use the extension cord or tool if the ground prong is broken or cut off
- Never carry a power tool by the cord

Saws:

- Use eye protection when operating saws
- Use ear protection when operating saws
- Use dust mask when operating saws
- Ensure the blade is sharp and is correct for the saw being used
- Use the blade guard that was provided by manufacturer of the saw
- Reminders for operating table saws:
 - Stand to the side of the saw vs. behind the blade and material being cut
 - Always push material being cut between the blade and the fence
 - Use a push stick if distance between the blade and fence is 4" or less (push stick is used between blade and fence)
 - Never use the miter guide and the fence at the same time
 - The chop saw or skill saw is preferred when making a cross cut. If table saw must be used, use the miter guide
 - Keep amount of blade exposed thru piece being cut to a minimum
 - Use two people to cut sheet material

Reminders for operating a skill saw:

- Support material properly
 - Keep cord clear of saw
 - Ensure objects beneath material being cut are clear of the path of the saw blade
 - Use combination blade for skill saw
 - Wear ear and eye protection
 - Wear a dust mask
 - Use minimum blade depth
 - Do not over-extend your reach
- Reminders for operating a chop saw:
 - Start saw before setting blade to the piece being cut
 - Pull saw out, lower with blade running, and cut pushing back in

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- Do not cut a piece of wood less than 4" in length
- Reminders for operating all saws:
 - Use both hands
 - Use proper length and type of blade
 - Ensure blade is sharp
 - Make sure the blind side of object being cut is clear of people, objects, etc
 - Make sure material being cut is properly supported
- Reminders for operating a roto-zip:
 - Be sure collar is around the blade and set to proper depth
 - Ensure blade is sharp (if not, replace)
 - Use dust mask and eye protection (ear plugs are optional)
- Reminders for operating a jig/saber saw:
 - Ensure blade is sharp

Box Cutters/Utility Knives:

- Wear gloves
- Cut away from your body, never cut towards yourself
- Do not use a dull blade, change blade if cutting edge is dull
- Keep you mind on your work
- Always close the cutter or retract the blade when finished
- Do not carry box cutters in your pocket or aprons, unless the blades are securely covered or completely retracted
- Do not use the blade as a screwdriver, can opener, or as a pry bar
- Only use retractable and other safety cutters, these cutters are generally safer than fixed blade cutters

Air Compressors and Hoses:

- CAUTION: Compressors can generate more than 125 pounds of pressure throughout the system.
- Wear safety glasses when doing anything to, or with, an air compressor
- Expect a loud noise and puff of air when you disconnect an air hose.
- Do not walk on, or roll carts over, compressed air lines.
- If no one is using the air from the compressor, turn it off.
- Do not use indoor air compressors in wet conditions.
- Drain the air tank of condensation at the end of every day.
- Do not use an electric air compressor if the grounding pin is not present on the plug.
- If a fitting comes off and those is whipping around wildly, do not try to catch it. Turn off or unplug the compressor.
- Do not use compressed air to clean off your clothes or skin. The medical emergency you are avoiding is called embolism.
- Do not allow hoses to get kicked or bent.

Air Operated Nail Guns:

- Safety glasses must be worn when using nail guns

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- Do not point nail guns at people
- When clearing a jam, first remove the battery, powder charge, or remove the air hose
- When holding an object to be nailed, keep hands at least 4" away from the tip of the nail gun
- Do not stand directly in front of, or under, a nail gun.
- Do not carry the tool with a finger on the trigger
- Do not depress the trigger on the gun unless the gun is pressed against a wooden surface
- If you are not experienced with clearing a jammed nail gun, get help from someone that know how.

WALL BOARD LIFT:

- Check lift to ensure proper assembly and in good working order before attempting to operate
- Check cable to ensure it is not frayed or worn
- Ensure frame is perpendicular to ground
- Ensure tripod pin is locked in open position
- Load 1 piece of board at a time with arms extended
- Position lift before raising and tilting the board
- Control the descent of the lift with the winch handle, releasing the brake will result in a rapid descent of the lift

Blood-born pathogens:

- All cuts or wounds should be cleaned and bandaged immediately
- An incident report must be filled out at the time of the incident
- Blood on any surface such as tools, drywall, studs, decking, etc must be flushed with chlorine bleach and wiped off immediately
- Disposable gloves should be worn when blood is involved to avoid contact

Other General Precautions:

- Try to avoid distractions when you are performing a task---FOCUS
- Avoid horseplay, practical jokes, or other activities that may create a distraction
- Try to anticipate pinch points and keep hands clear
- When you hurry, your chances of an accident increase

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SOURCES OF POSSIBLE INCIDENTS AND WAYS TO AVOID THEM

Lifting/carrying:

- Lift with legs, bend knees and keep a straight back
- Have the appropriate number of people to lift/carry an object
- Do not lift more than you can handle alone, have a partner help if needed
- When carrying an object, watch for others to avoid hitting them
- Watch for tripping hazards

Clutter/tripping hazards:

- Tools:
 - Keep tools close to your work area
 - When a tool is no longer being used, place in central area, out of traffic pattern
 - Carry tools with the sharp edge down
- Electric cords/air hoses:
 - Use proper length of cord, excess cord becomes a tripping hazard
 - Avoid "spaghetti" look of cords/ hoses on the floor
 - Try to place the cords or hoses out of main traffic flow walkways
- Keep the floor clear of clutter
- Building materials:
 - Discarded material should not be left lying around (2x4's, nails, roofing, foam, etc.)
 - Keep all walkways clear of trash/debris
 - When done tidy up area
 - Pick up/straighten up site at the end of each day (i.e. tools, scrap materials, etc.)
 - Clean up spills when they occur
 - Stack building materials in a safe manner
 - Stack materials out of main traffic flow areas
 - Never leave boards laying around with sharp nails sticking out
- Uneven ground around site:
 - Fill holes and/or ruts as needed