



Safety Manual

2007

Rebuilding Together

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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 minimum protection in all work areas where hazards of flying objects occur.

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 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 be worn at all times 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 the proper gloves and supportive work shoes.

A. Examine and evaluate the load!

1. Is the load too heavy or awkward for one person?
2. Is anything protruding from the load, such as nails, splinters, sharp edges, or rough strapping?
3. Is my path flat and clear of obstructions?

B. Get ready to Lift!

1. Establish solid footing!
2. Center your body weight over your feet!
3. Keep your back straight!
4. Don't slouch!

C. Lift the object properly!

1. Get a good grasp on the object!
2. Pull the object close to your body!
3. Lift with your legs, not your back!
4. Move your 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!
6. Always have someone holding the ladder while you are using it.

MAINTENANCE

1. Always **INSPECT** ladders for any defects before each use!
2. Never use a ladder with 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 on the top step or the top cap!

SETTING UP SAFELY

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

HAZARDOUS MATERIALS

PRECAUTIONS TO REMEMBER:

What are the first steps in working with hazardous materials?

Before using any hazardous materials, follow these steps to learn about the 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. Precautions to avoid exposure
- b. Limits of exposure
- c. Effects or dangers of overexposure
- d. Emergency and spill clean-up procedures
- e. First Aid requirements

What are the general guidelines for protecting 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 is not recommended in the home at any time by the Rebuilding Together Dayton Board of Directors.
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.

Mixing Chemicals

1. Never mix substances or chemicals, as hazardous chemical reactions can result.
2. 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 exists and will be disturbed by your tasks.
2. Lead is commonly found in the industrial paints which are applied to structural steel or in homes of age.
3. Never underestimate the damage that these hazards can produce, always seek professional advice!!!

LEAD SMART WORK PRACTICES

“ Working lead smart in every phase of a remodeling/renovation project”

Pre-construction Phase

1. Notify Customer (owner and 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:
 1. Dry Scraping
 2. Sandblasting or Powerwashing
 3. Using an open flame or torch to remove paint
 4. Power sand

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

Exterior Containment:

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

Mid-Phase “ Clean as you go”

Interior/Exterior

1. Control Dust and Paint Chips
 - a. Wear appropriate personal protective equipment and clothing
 - b. Use a mister to wet work surface before hand scraping or sanding: Misting suppresses dust.
 - c. Wrap construction debris in plastic and dispose in regular landfill.
 - d. Don't eat, drink or smoke in 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 Dayton.
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 a hazard, such as causing a person to trip.
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 properly, as it has been designed. For example, never use a wrench as a hammer or a screwdriver for prying.
2. Never try to increase a tool's capacity with bypasses, “cheaters,” or other modifications.
3. Never attempt to bypass the manufacturer's installed safety devices.

ELECTRIC HAND TOOLS

What are the general guidelines for using power tools?

1. Maintain all power tools and similar equipment in top-notch working condition, whether they belong to you, your House Captain, or Rebuilding Together with Christmas in April.
2. Never use electrical cords for hoisting or lowering tools or materials!

3. Keep moving parts of a power tool pointed away from your body!
4. Never leave a running power tool unattended!

Guarding

1. Make sure the proper safety guards and shields exist and are in proper working order before operating any power tool!!!
2. **NEVER** remove any factory-installed guards!!!

Turning Power Off

Make sure that the operational switch on any power tool or appliance 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.

What are the general guidelines for grounding?

1. Stand on a dry surface while operating electrical tools.
2. Keep your hands dry at all times 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 is the importance of Ground Fault Circuit Interrupters

(GFCI)?

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

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

POWER-ACTUATED TOOLS

What are the general guidelines for using power-actuated tools?

Power-actuated tools can be extremely dangerous if mishandled, so approach these tools with the same caution and respect as you would firearms.

1. You must have training and certification from a manufacturer's representative to use power-actuated fastening tools.

2. Wear eye protection when using power-actuated fastening tools!
 3. Use the safety devices installed in the tool by the manufacturer at all times!
 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 advance.
- Is there any licensing or certification involved?

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 serious and dangerous work. **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