Habitat for Humanity®
Habitat pour l'humanité®
Canada

Thank you for your participation as a Home Builder with Habitat for Humanity in Canada. Everyone's safety, health and working environment is a critical priority to Habitat for Humanity and everyone has a role to play in ensuring that this priority is maintained throughout every activity. This handbook is an orientation to workplace safety and is not to be considered as a safety training manual. Following your orientation there will be a number of opportunities for specific safety training to assist you in safely participating in certain tasks. Please become very familiar with this handbook in preparation for the worksite and keep it close at hand for regular review.

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SAFETY, HEALTH AND ENVIRONMENT (SHE) POLICY OF HFH

The Management and Board of Directors of Habitat for Humanity (HFH) is committed to ensuring the safety and health of all employees, volunteers and sub-contractors involved with Habitat for Humanity activities in Canada. It is HFH's philosophy that the well being of HFH in Canada depends on the safety and health of our workforce and the protection of our environment.

To enable HFHC to keep our quality and production of affordable housing at the highest levels, we must ensure that the safety and health of our workforce is maintained at all times.

To achieve this goal, HFHC commits to develop, implement and evaluate the Safety, Health and Environment (SHE) Program through the application of the HFHC SHE Management System.

HFHC will ensure the safest possible work environment by requiring that all workplace SHE hazards are identified and controlled, that employees and volunteers receive ongoing training in safety and health, by maintaining communications between management and the workforce and by leading by example through action.

The responsibility to ensure a safe and healthy workplace is everyone's responsibility, from the Chair of the Board of Directors to the newest volunteer. Supervisors are responsible for ensuring that safe and healthy work conditions are maintained in their assigned work areas. Workers and Volunteers are responsible to work safely, following HFHC's Safe Work Practices & Procedures, and provincial legislation.

The assistance and support of everyone involved with HFHC is needed and expected in order to protect; the safety and health of our workforce, our stakeholders and our environment.

SAFETY, HEALTH AND ENVIRONMENT (SHE) POLICY OF HFH

Habitat for Humanity's safety goal is ZERO SHE INCIDENTS. In order to reach this goal, each volunteer must think of safety as his or her responsibility. Working in a safe manner is a job requirement and is expected. Short cuts and unsafe acts or work practices are NOT acceptable.

As a Habitat Volunteer it is your responsibility to:

1. Participate in all required SHE training. Attend the SHE Orientation Course and Daily On-site Safety Talks.
2. Wear appropriate personal protective equipment and work clothes.
3. Report to work in a fit condition. Alcohol and/or drugs ARE NOT permitted on the job and shall result in immediate dismissal.
4. Report all injuries, accidents, and "near miss" incidents.
5. Report unsafe acts or conditions to your supervisor.
6. Follow 1st aid, medical treatment, & emergency response procedures.

At all times WORK SAFELY, don't rush and be aware of what is happening around you.

GENERAL SAFE WORK PRACTICES

It is the policy of HFHC that everything possible will be done to protect our workers (employees, volunteers and contractors) from incidents and injuries while on the job. All workers will:

1. Practice good housekeeping at all times. Keep work areas clean and clear.
2. Work at a safe speed, never run on the job.
3. Learn the right way to do your job.
4. Make sure that all tool guards and other protective devices are in place and adjusted.
5. Never work while ill or fatigued, as this could impair their ability to work safely.
6. Not handle or tamper with any electrical equipment or materials in a manner not within the scope of their duties, unless they have received training and instructions from their supervisor.
7. Not engage in horseplay, scuffling and other acts which tend to endanger the safety or well-being of fellow workers.

Many SHE incidents are caused by not being aware of workplace hazards and not taking adequate care and precautions while working.

3.1 UNSAFE CONDITIONS

The following are regarded as the basic unacceptable unsafe acts and conditions. Definition: "An unsafe condition is a hazardous physical condition or circumstance which could cause a SHE incident."

1. Inadequate guarding and protection from fall hazards, electricity, or moving machinery.
2. Substandard housekeeping resulting in slip, trip and fall hazards.
3. Defective tools, equipment and materials and/or their improper use.
4. Improper use, handling, and storage of chemical materials.
5. Inadequate warning system or emergency response planning.
6. Excessive noise exposure.
7. Inadequate illumination or ventilation.

REPORT ALL UNSAFE CONDITIONS AT A JOB SITE TO YOUR SITE SUPERVISOR IMMEDIATELY!

3.2 IF YOU SEE AN UNSAFE CONDITION OR ACTIVITY!!

Stop the unsafe incident immediately if safe to do so.
Act to prevent the unsafe incident from happening again and report it for future learning and corrective action.

Talk with the persons involved until they understand why the unsafe situation is hazardous to them or to others, discuss and agree how the hazard(s) should be controlled.

3.3 RESTRICTED ACTIVITIES

The following restricted areas and activities require very specialized training and must not be undertaken by anyone without the express authorization of the Site Supervisor and successful completion of the site and job specific training as required by legislation:

Entry into a confined space (such as a tank or cistern) Trenching and excavation, Concrete forming, placing and finishing

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To ensure your safety on all job sites you must use the proper safety equipment.

- Hard hats and steel toe green tab (CSA Approved) safety boots must be worn by all volunteers on a build site at all times.
- Safety glasses must be worn when using power saws & drills, or whenever eye hazards are present.
- Hearing protection is highly recommended when using power tools or when near operating power tools.
- Leather work gloves are also required when loading or unloading materials, or working with cement or other corrosive materials.
- Dust masks should be worn when sawdust, concrete dust, drywall dust, fiberglass insulation or paint vapors are present .
- Personal fall-arrest equipment (body harness, lanyard , and fixed support line) must be worn when working above 10 feet without guardrails, or when working above operating machinery or other hazardous objects or substances. Your supervisor must ensure you get the necessary special training for this equipment before starting work. .

If you are not sure how to use the safety equipment, be sure to ask. If you do not have any of these items be sure to advise your build supervisor.

You must obtain and use the necessary protective equipment. Even in situations where others on the job site are not wearing their safety equipment, if you feel you are safer wearing PPE, then do so.

EMERGENCY RESPONSE PLANS

As part of your on site safety orientation at any HFH build site you will be informed of the site EMERGENCY RESPONSE PLAN. This includes emergency evacuations, first aid, fire control, and chemical spill response procedures. If at

any time you are unsure of these procedures, or you need a refresher, ask the Site Supervisor or SHE Coordinator.

5.1 EMERGENCY EVACUATION

- It is YOUR responsibility to know how to evacuate your work site in case of an emergency. The Site Supervisor or Area Fire Warden or designate will review the procedure with you.
- Plan your escape path before starting work, this will save time in case of an emergency.
- Maintain clear access/egress paths to each work area.
- In case of an emergency evacuation, all workers will assemble at the designated safe gathering area as directed by the Site Supervisor, SHE Coordinator or Area Fire Warden so that every one on site can be accounted for.

5.2 MEDICAL EMERGENCIES AND FIRST AID

Call local 911/Ambulance/Fire Department in the case of a serious sudden illness and give first aid for minor injuries. Be sure you know who your certified First Aider is. Contact numbers and the first aid certificate of the on-site First Aider are posted on the bulletin board at the first aid station.

Eyewash Stations
Familiarize yourself with the location and use of the eyewash station before you begin working with chemicals like adhesives and foam insulation spray. If injured you will probably be temporarily blinded and in no condition to read the instructions.

Foreign Objects in Eyes
If an eye injury occurs, get the injured person to a trained nurse or doctor as quickly as possible. The removal of a foreign object from the eye is no job for an amateur. The natural action of rubbing an irritated eye can cause additional damage, and quite often a minor eye injury can be made much worse.

Heat Stress
Heat related illnesses can make you sick, even put you in the hospital. Contact the Site Supervisor if you think you or someone else is getting sick from the heat? Don't delay, especially if the problem is heat stroke. Heat stroke is serious. Any delay can mean disaster. Symptoms of heat stroke are:

- High temp (40 C)
- Hot dry skin
- Confusion
- Convulsions
- Unconsciousness
- Irrational Behavior

If you or anyone else shows any of these symptoms call the local emergency number or get them to a hospital right away!

Cold Stress

If you work in lower-temperature environments, always be alert for the signs of cold stress. Contact the Site Supervisor and/or first aider when experiencing any of these symptoms:

- Blue lips and fingers
- Slow breathing and heart rate
- Disorientation
- Confusion
- Poor coordination

5.3 FIRE CONTROL

Prevention

- Combustible material shall not be located close to ignition sources.
- No open fires are allowed on the project site.=
- Welding or disk cutting is only allowed within easy reach of a suitably rated and charged fire extinguisher.
- Flammable liquids such as gasoline and solvents which will be in use must be stored in approved containers in accordance with the local Fire Code.

If A Fire Does Occur

- Make a safe attempt to extinguish. Do not endanger your life. At the same time, contact the Site Supervisor and phone 911 or the posted local Fire Department contact number.
- The caller will meet the Fire Department at the work site entrance to direct them to the fire location, or designate someone to do so.
- All non-essential persons should vacate the area of the fire.
- If explosive-type materials are involved, immediately evacuate all personnel to a safe distance.

5.4 CHEMICAL SPILL RESPONSE

- All chemical spills will be considered hazardous.
- All chemical spills of an unknown or unclassifiable nature will require area evacuation until the degree and nature of risk can be determined.
- Whenever a spill occurs, only trained and qualified persons will attempt a rescue or a clean-up response, and only if it is safe to do so.
- Do not physically come in contact with the spilled material
- Always report any spill to the Site Supervisor.
- Never clean up a spill alone.

EQUIPMENT & MATERIAL HAZARDS & SAFE WORK PRACTICES

6.1 WORKING SAFELY WITH LADDERS

General Guidelines

- Before climbing any ladder check to make sure it is in good condition.
- If the ladder is damaged, don't use it. Tag it and put it somewhere that it won't be used.
- Never use a metal ladder when working with electrical current, and watch out for overhead power lines.
- When using a power tool in one hand, never hold onto a grounded object with the other hand to stabilize yourself.
- Set the ladder on a firm level surface.
- Use ladders only for short duration work. For longer duration work use a proper scaffold or elevated platform with guardrails.
- Always maintain 3-point contact with the ladder (2 hands & 1 foot, or 2 feet & 1 hand)
- Do not over-reach while working on the stepladder – do not let the trunk of your body extend past the side of the ladder.
- Tie yourself off to a fixed support when above 10 ft.
- Wear slip-resistant footwear, and make sure that ladder rungs are free of oil, grease or other slippery substances.
- Make sure the area around the base of the ladder is kept clear.

Stepladders

When working on stepladders, remember to:

- Never climb past the second rung from the top.
- Make sure the spreaders are functional and locked in place before climbing the ladder.
- If the ladder is positioned by a door or walkway, make sure the door is locked or the walkway barricaded to prevent collisions.

Straight (or Extension) Ladders

When working on straight or extension ladders:

- Make sure the ladder rests against a firm surface.
- Use the four-to-one rule: position the ladder base one foot away from the wall for every four feet of ladder height.
- Tie down your ladder as close to the support point as possible.
- The ladder should extend at least three feet past its support point.
- Make sure that straight ladders have safety feet.

6.2 WORKING SAFELY WITH SCAFFOLDING

The risks associated with scaffolding are similar to those associated with ladders. Stability should be primary concern.

- Inspect all scaffolding before starting work to determine if safety features are in place and of sound construction.
- Scaffold frames should be erected level and plumb and on a firm base. Unstable objects such as bricks or concrete blocks should not be used to support scaffolds.
- Never change or remove scaffold members unless authorized.
- Do not alter scaffolding members or use make-shift securing devices or systems.
- Do not ride on rolling scaffold when it is being moved. Secure locking mechanisms on all rolling scaffolds before anyone gets on it.
- All scaffolding platforms above 10 feet must be equipped with standard railing consisting of top rail, intermediate rail and toe board, on all open sides and ends of the platform. Get approval from project manager before erecting any scaffolding siderails.
- Know safe working loads of scaffolds and work within those limits.
- Do not allow tools, materials and debris to accumulate on scaffolds.
- Use outriggers to stabilize scaffolding when height is more than three times the smaller base dimension.
- Tie scaffolds off horizontally every 30 feet and vertically every 26 feet.

6.3 WORKING SAFELY AT HEIGHTS: FALL PREVENTION AND PROTECTION

Falls cause half of the deaths from injury in construction each year. Falls also account for about a third of the most severe non-fatal injuries in construction. **It is of the utmost important to follow safe work practices while working at heights.**

- Install properly constructed guardrails on all stairs, balconies, landings and open-sided floors.
- Cover all floor openings. Secure the covers and mark them as covers.
- Use properly build scaffolds and work platforms.

A worker must wear a Personal Fall Protection System (full body harness and lanyard equipped with a shock absorber) tied off to either a fixed support or a lifeline when working:

- At 10 feet (3 meters) or more above the floor
- Above operating machinery
- Above hazardous substances or objects
- On an elevated work platform other than an acceptable scaffold

Special training is required before working with any type of Personal Fall Protection System.

6.4 SAFE MATERIAL HANDLING

Plan and prepare for your material handling and moving work:

- If there are sharp or breakable materials, wear gloves and safety glasses.
- If there are hazardous chemicals, read the MSDS and know the precautions, recommended PPE and emergency response procedures.
- Be sure all loads are balanced and secured properly.
- If you are carrying or moving something and it starts to fall, let it fall.Many injuries occur because someone tries to stop a falling object.
- If you are lifting a heavy or large object, get help from a co-worker or use a mechanical lifting device.
- Don't stand, walk, or work under workers overhead or under suspended loads.
- Never work directly above other workers.

Lifting Basics:

1. Bend your knees – Bend at your knees instead of at your waist. This helps you keep your balance and lets the strong muscles in your legs do the lifting.
2. Avoid twisting – Twisting can overload your spine and lead to serious injury. Make sure your feet, knees and torso are pointed in the same direction when lifting.
3. Stretch out your muscles before you lift and carry materials
4. Tuck your pelvis – By tightening your stomach muscles you can tuck your pelvis, which will help your back stay in balance while you lift.
5. "Hug" the load – Try to hold the object you're lifting as close to your body as possible, as you straighten your legs to a standing position.

6.5 HAND AND POWER TOOL SAFETY

- Disconnect power source when moving or repairing power tools.
- Use tools only for their intended purpose.
- Never bypass broken switches on tools by plugging and unplugging the cord. Shutting off power will take too long in an emergency.
- Wear eye protection when needed, such as when there is a possibility of flying or falling particles.
- If unfamiliar with a tool's use, ask for assistance and take time to practice using the tool.
- Do not operate a tool if you have not been trained to use it.
- Do not use the electric cord to lift or lower the tool.

Defective Tools Are Dangerous!

- Maintain tools in safe condition. Double check tools before you use them.
- Report unsafe tools to the Site Supervisor and tag them to prevent their use.
- Never use a defective tool.

Common tool defects to watch for:

- Loose, split or cracked handles on hammers
- Mushroomed heads on chisels, drills or steel wedges
- Files without handles
- Frayed electrical cords
- Broken, displaced or inoperative guards. Tools designed to accommodate guards should be equipped with guards while in use.

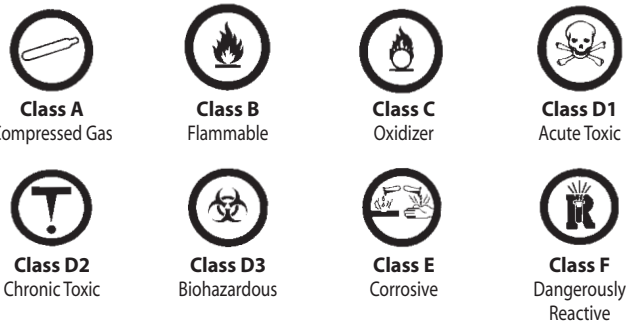
6.6 WORKING SAFELY WITH ELECTRICITY

- Plug electrical equipment only into a ground fault circuit interrupter, particularly in wet conditions.
- Use only properly grounded or double insulated tools.
- Check to ensure double insulated tools are not cracked or broken. Any shock or tingle means a ground fault is present and the tool should be repaired.
- Disconnect light circuits, tools and other electrical equipment from power source before moving or repairing them.
- Check all electrical cords for wear, cuts or damaged plugs and tag 'out of service' if unacceptable. Also ensure that the electrical cord is the proper size (gauge) for the job to prevent overheating, voltage drops and tool burnout.
- Do not fasten electrical cords with staples, hang from nails or suspend by wire.
- Before drilling, nailing, cutting or sawing into walls, ceilings and floors check for electrical wires or equipment.
- Locate all utilities before digging.
- Check the area for overhead power lines before starting work, and maintain minimum allowable distances (<150 kv: no closer than 10 ft; to 250kv: 15 ft. > 250kv: 20 ft.) or as set by local regulations.

6.7 WHMIS AND CHEMICAL SAFETY

When handling hazardous chemicals, the three main things to remember are:

1. Read all labels and follow stated precautions.
2. Read MSDS (Material Safety Data Sheets) before using hazardous materials the first time. MSDS sheets are available on-site for all hazardous materials in use.
3. Before handling any hazardous materials get on-site WHMIS training from the site supervisor and understand the hazard symbols and required precautions.



6.8 VEHICLE AND PEDESTRIAN SAFETY

Safe operation of powered vehicles is the responsibility of operators and pedestrians.

Operators must:

- Be adequately trained, qualified and familiar with the equipment you operate, its limitations and site conditions
- Possess a valid operators license or current training card
- Operate vehicles in a safe, courteous manner

Poor maintenance and upkeep may cause unexpected failure leading to SHE incidents. The operator should check the following items daily:

1. Safety equipment, lights and warning systems are operational.
2. A full battery charge (electric trucks) or fuel levels in lp, gas or diesel equipment.
3. All engine fluid levels & hydraulic systems and associated leaks.
4. Tires for cuts or defects.
5. Steering controls.

Pedestrians:

When working around moving vehicles:

- Familiarize yourself with the various types of equipment and their travel routes
- Wear high visibility clothing
- Never stand under a suspended load or raised forks, buckets or blades
- Avoid the swinging area of backhoes, cranes & boom trucks
- Maintain eye contact with the operator when you approach equipment
- Never approach equipment without the operator being aware of your approach
- Be aware of blind spots around vehicles & equipment

JOB SPECIFIC HAZARDS AND SAFE WORK PRACTICES

7.1 FRAMING HAZARDS

- Remove nails from discarded lumber as soon as practical.
- Always wear a hard hat and stay well clear of materials falling from above.
- Use caution when walking on floor joists. Use a long, wide board to walk on if possible and watch your footing.
- Clean up as you go. Pick up after yourself.
- Do not work beneath areas being roofed.
- Never work alone at heights greater than 10 feet.
- Never pass materials over the heads of other workers.

When standing up walls:

- Make sure there are enough people to safely lift and hold up the wall
- Have bracing ready so it can be fastened as soon as it is in place.
- Make sure the wall is fully supported until the bracing is up.

When putting up trusses:

- Tie in all interior partition walls first
- Never stand on the top plate of the wall
- Work only from conventional scaffolding
- Make sure there are enough workers to spread trusses

7.2 ROOFING HAZARDS

Roofing is one of the **most dangerous** jobs on a Habitat construction site, so you must follow the following precautions:

- You must be protected from falling by the use of a guardrail system or personal fall protection (restraint or arrest) system. Consult with your Supervisor. (See section 6.3)
- Install a temporary 2x6 about 6 inches from the bottom of the first course of roof sheathing as soon as it is installed to prevent tools or personnel from sliding off the roof.
- Take precautions when climbing on or off of the roof. This is when many roof related falls occur. Ensure proper ladder use (Section 6.1).
- Remove scrap debris regularly as it accumulates to limit slip exposure while working on the roof.
- Do not let sheathing lie loose on the roof, nail down each sheet securely as you bring it up.
- Do not carry heavy material or tools up ladders – use a hoist and only if properly trained.
- Secure saws and other tools to the roof so they don't fall and hurt someone.
- Do not step backwards on a roof.
- Wear good gripping shoes with soft soles and good tread.
- Never work alone on a roof.

7.3 SIDING HAZARDS

- Make sure ladders and scaffolds used are in good condition and properly secured.
- Do not use stepladders as straight ladders (Section 6.1).
- Wear gloves to protect your hands from sharp edges.
- Remove nails from scrap – dispose of properly.
- To reduce risk of falling, do not overextend when working from a ladder, scaffold or work platform.
- Wear eye protection if chipping is possible.
- Do not use power tools unless properly trained and authorized.
- Use proper hand tools that are in good condition.

7.4 INSULATION HAZARDS

- Wear safety glasses to avoid getting loose fibres in the eyes.
- Wear gloves and avoid touching fiberglass batts to your skin.
- Wear gloves to protect your hands from sharp edges.
- Wear a mask to avoid breathing in loose fibres.
- When cutting is required, leave the knife on the floor or in your pouch before installing insulation. An open knife is a hazard.

7.5 DRYWALL HAZARDS

- Work with a partner when carrying and installing long sheets of drywall.
- Keep feet shoulder length apart, and knees bent, when lifting and holding drywall to ceilings
- Do not carry drywall or other material with an open knife in your hand.
- Do not lean board against your leg to cut it. Lay it on the floor or lean it against the wall and cut away from yourself.
- Clean up your scrap material as you go to prevent trips and slips later.
- When sanding and finishing, wear an appropriate dust mask.

7.6 LANDSCAPING HAZARDS

- Be aware of dust exposure and take proper precautions, such as wetting the ground or wearing a dust mask type respirator.
- Use caution with hand tools— swings, jabs or excessive force can result in injuries.
- Use proper tools for the job, get training when required and store them properly when the work is completed. If unfamiliar with tool, ask your supervisor to demonstrate.
- Do not over lift – place supplies as close to work area as possible and get help if needed.
- Contact electric, gas, telephone and cable TV companies for the location of buried cables/lines prior to digging. Mark utility lines carefully and avoid them when digging.

EMPLOYEE AND VOLUNTEER AGREEMENT
(complete, detach and return to the supervisor)

I have read the Habitat for Humanity Homebuilder's SHE Handbook, and understand Habitat for Humanity's Safety Health & Environment policies regarding:

- SHE Responsibilities
- General Safe Work Practices
- Personal Protective Equipment
- Emergency evacuation
- First aid kits and attendants
- Fire safety
- Chemical spill response
- Ladders
- Scaffolds
- Working at heights
- Material handling
- Hand tools
- Power tools
- Electricity
- Chemical handling (WHMIS)
- Vehicle & Pedestrian safety
- Rough-in carpentry and framing
- Roofing
- Siding
- Insulating
- Dry walling
- Landscaping

I agree to wear the required personal protective equipment, follow the appropriate HFH SHE procedures and attend the necessary training to control these hazards so as to prevent injury to myself, others and the environment while working on this HFH Home Building project.

Name_____

Affiliate _____

Date_____

Everyone's Health and Safety is Priority #1!