

HABITAT FOR HUMANITY  
OF  
WASHINGTON COUNTY

WORK SITE  
SAFETY PROCEDURES



1. This procedure is based on the OSHA construction standard CFR 1926.
2. This document was last revised 9/30/10.
3. This procedure is intended to provide a guideline to perform work safely on the Habitat for Humanity of Washington County work sites.
4. If a particular activity is not covered by this document, the site supervisor should be consulted before performing the work in question
5. When working with volunteers, it should be assumed that they do not know the correct safety procedure to perform the task at hand. The correct safety procedure should always be explained to a group of volunteers before work starts
6. This procedure contains the following topics

Topic	Page
Electrical	3
Excavation	3
Fall Protection	4
Fire Prevention	5
First Aid	5
Hazardous Materials	5
House Keeping	5
Ladders and Stairs	6
Material Handling and Storage	6
Personal Safety Equipment	6
Sanitation	7
Scaffolds	7
Tools, Hand	7
Tools, Power	7

## ELECTRICAL

1. All receptacles must be GFCI protected and tested with an outlet tester before each use
2. Extension cords before each use:
  - a. Check cord for cuts or tears in outer jacket of cord
  - b. Plug cord into a GFCI protected receptacle
  - c. Verify proper wiring with an outlet tester
  - d. If cuts or tears are found in a cord, or tester indicates wiring is incorrect, tag and remove cord from service
3. Extension cords during use:
  - a. Keep cords from being pinched under loads or in doors or windows
  - b. Keep cords from being dragged onto, over or around sharp objects
  - c. Do not raise or lower tools or equipment plugged into the cords by their cord.
  - d. Make sure a cord is rated for the load it is serving and the environment it is being used in. (For example, outdoor cords for outdoor use).
4. Lighting
  - a. All light fixtures must have a cover or guard over the bulb
  - b. Bulbs used in light fixtures shall not be larger than the fixture rating
5. Work on live circuits is prohibited by all volunteers and only allowed by contractors who are considered qualified to perform such work.

## EXCAVATIONS

1. Location of all underground utilities shall be determined by Diggers Hotline before digging begins.
2. Volunteers are not allowed to work in trenches.
3. Contractors working in trenches over 5 feet deep shall be protected by one of the following methods:
  - a. Protective Systems (Like a trench boxes)
  - b. Soil Sloping
  - c. Benching of the soil

## EXCAVATIONS CONTINUED

4. Contractors working in trenches must provide one of the following means of egress (a way out):

- a. Ladder
- b. Stairway
- c. Ramp

Note: Workers should not have to travel more than 25' to get to the means of egress.

5. Contractors working in trenches shall protect their employees from objects falling into the trench.

6. Contractors working in trenches shall keep spoil piles at least 2' from the edge of the excavation.

7. Contractors working in trenches must have a designated competent person monitor the trench at all times workers are in the trench. Workers are to be ordered out of the trench if any problems occur such as:

- a. Change in soil conditions (like rain)
- b. Failure of the protective system
- c. Water accumulation or failure of pump used to remove water from trench
- d. Other hazardous conditions

## FALL PROTECTION

1. Anyone working at a height of 6' or more above a lower level or performing leading edge work is required to be protected from falling by:

- a. Guard Rails
- b. Personal fall arrest system

2. Anytime guard rails are used, toe boards are required.

3. Job made guard rails must be made to OSHA specifications.

4. Holes shall be covered or have guard rails installed around them.

## FIRE PREVENTION

1. One 2A rated fire extinguisher shall be provided on each floor and accessible at all times.
2. Fire extinguishers must be checked each month to verify full charge.
3. Flammable and combustible liquids must be stored in approved containers with the covers on those containers closed anytime they are not in use.
4. LP tanks must not be stored inside.

## FIRST AID

1. First aid kits will be provided and maintained.
2. Consideration for bloodborne pathogens must be taken when performing first aid. Therefore, rubber gloves must be worn when performing first aid.
3. In case of a life threatening emergency, call 911.

## HAZARDOUS MATERIALS

1. Hazardous materials will not be handled by volunteers.
2. Copies of MSDS sheets shall be maintained on the job site.

## HOUSE KEEPING

1. Debris, garbage and scrap lumber shall be kept clear from:
  - a. Work areas
  - b. Passageways
  - c. Stairs
  - d. In or around buildings

## LADDERS AND STAIRS

1. If any of the following conditions exist, remove the device from service and do not use:
  - a. Broken or damaged steps
  - b. Broken or damaged rails
  - c. Broken or damaged braces
2. During use:
  - a. All ladders are to be placed on a solid, level surface.
  - b. All ladders are to be used within their load rating.
  - c. Do not stand on the top step or top platform of a step ladder.
  - d. Do not use a step ladder as an extension ladder.
  - e. Do not lean a step ladder against a wall to perform work.
  - f. Do not take an extension ladder apart and use the two halves separately.
  - g. Extension ladders shall extend 3' above surface being accessed by the ladder, such as roofs
  - h. Extension ladders shall be secured from movement.

## MATERIAL HANDLING & STORAGE

1. Material stored inside buildings shall not be placed within
  - a. 6' of openings
  - b. 10' of exterior walls that are not taller than the stored material

## PERSONAL SAFETY EQUIPMENT

1. Hard hats are required at all times where there is potential for head injury from flying or falling objects
2. Eye protection (safety glasses) are required at all times when there is a potential of eye injury from
  - a. Flying objects like wood chips, wood dust, concrete chips, or dust
  - b. Performing activities like
    1. Sawing wood
    2. Pounding nails
3. Gloves are required for hand protection when handling sharp objects

## SANITATION

1. Toilets are required on all sites.
2. Drinking water is required on all sites.

## SCAFFOLDS

1. Scaffold working surfaces shall be planked and decked using approved materials.
2. Each platform or walkway shall be at least 18" wide.
3. The front edge of the scaffold shall not be more than 14" from the work.
4. Each end of a platform shall extend at least 6" but not more than 12" over its support.
5. Platforms that overlap must do so over a support and extend 12" onto the other platform.
6. Scaffold poles or legs must bear on a base plate and not on unstable objects like concrete blocks.
7. Scaffolds shall be plumb and level.
8. Scaffolds shall be provided with an approved means of access.
9. Fall protection is required for scaffolds over 10' in height.

## TOOLS HAND

1. Tools must only be used for their designed purpose.
2. Defective tools must be removed from service.

## TOOLS POWER

1. Tools with guards must have those guards in place and in use.
2. Air operated tools shall only be used by those trained on the specific tool being used.
3. Fuel operated tools shall be stopped during fueling.
4. Tools shall not be lowered by their cords.