

Hearts & Hammers – Twin Cities Safety Guidelines

Thank you for volunteering to participate in the Hearts & Hammers Program Day. Our objective is for all volunteers to have a very fulfilling and safe day. We hope that you will consider safety as your priority throughout the day. **It is important for all Team Captains and Volunteers to review the following Safety Guidelines prior to Program Day.**

- ☑ Dress properly - wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry can be dangerous when worn on a construction site. No open toe shoes are allowed.
- ☑ Please maintain an open area for an emergency vehicle to park in the front of your house site in case of an emergency. Orange safety cones will be provided.
- ☑ INCLEMENT WEATHER SAFETY:
 - Roof – Delay work if slippery conditions exist.
 - Ladders – Light rain/mist; may work if comfortable and able to do so. If heavy rain falls persist; stop all ladder work until the condition becomes safe to do so.
 - Lightning / Severe Weather Warnings – Immediately stop all work / seek shelter. Do not return to ladder work for 30 minutes after a lightning strike is reported.
- ☑ As a precaution, maintaining a clean and orderly Hearts & Hammers worksite at all times reduces risk of hazards or injury.
- ☑ Hearts & Hammers provides a first aid kit for your team at your worksite in case of a minor emergency.
- ☑ Report unsafe conditions to your Team Captain or to a Hearts & Hammers' representative immediately.
- ☑ Promptly report all injuries to your Team Captain and to a Hearts & Hammers' representative immediately.
- ☑ Do not work around electrical power lines if not covered by protective equipment. Use caution even around line guards.
- ☑ Do not work near or around electrical wires, especially those where frayed or loose connections exist. Also, please watch out for extension cords, since they become serious tripping hazards.
- ☑ Please do not take risks such as using electric equipment and tools, climbing high on ladders or working around electrical lines if you are not totally comfortable doing so.
- ☑ For your protection, safety glasses and a dust masks are provided; please wear especially when scraping, grinding, chipping, trimming, painting, etc.
- ☑ Do not operate machinery if you are not an authorized and experienced operator. Never operate any machine unless all guards and safety devices are in place and in proper operating condition.
- ☑ Never use defective tools or equipment.

- ☑ Be alert and keep out from under overhead loads.
- ☑ USE OF LADDERS
 - Be sure straight extension ladders are long enough so the side rails extend above the top support point by at least 36 inches.
 - Make sure ladder stand-offs are installed properly on extension ladders so they do not fall off. Keep area clear of other volunteers when moving extension ladders with standoffs on them.
 - Do not set up ladders in areas such as doorways or walkways, where they may be run into by others, unless they are protected by barriers.
 - Do not attempt to increase the height of a ladder by standing it on boxes, barrels, or other materials.
 - Do not try to splice two ladders together.
 - Set the ladder on solid footing against a solid support. Do not attempt to use a stepladder as a straight ladder under any circumstances.
 - Place the base of straight ladders out away from the wall or edge of the upper level about 1' for every 4' of vertical height.
 - To avoid slipping on a ladder, check your shoes for oil, grease, etc., and clean before climbing.
 - Always face the ladder and hold on with both hands when climbing up or down. Don't try to carry tools or materials with you.
 - Do not lean out to the side when you are on a ladder. If something is out of reach, get down and move the ladder over.
 - Do not lean stepladders against walls, this creates a greater risk of slippage.
- ☑ Gasoline must be stored and transported in authorized cans only.
- ☑ Engines must be shut off when refueling and refrain from smoking anywhere near flammable liquids.
- ☑ We prohibit any burning of materials at the home.
- ☑ The use of intoxicating beverages or illegal drugs at your house site is prohibited.
- ☑ Please discourage volunteers from horseplay at your house site.
- ☑ In the case of a hot day, drink plenty of fluids and stretch before you undertake rigorous work.
- ☑ Any home built prior to 1978 may contain lead-based paint. Your Team Captain(s) will instruct you concerning the appropriate precautions to take when dealing with lead-based paint.
- ☑ Operational training is required for all articulating boom operators.
- ☑ Only OSHA competent trained persons shall erect and dismantle scaffolding.

END OF DOCUMENT

Updated 06/15/18