

Hearts & Hammers – 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 appropriately - 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 front of your house site in case of an emergency. Orange safety cones can be provided.
- ☑ **INCLEMENT WEATHER SAFETY:**
 - Roof – Delay work if slippery conditions exist.
 - Ladders – Light rain/mist; may work if comfortable and able. 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 the 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 a Hearts & Hammers' representative immediately.
- ☑ Promptly report all injuries to your Team Captain and 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 comfortable doing so.
- ☑ For your protection, safety glasses and dust masks are provided; please wear them especially when scraping, grinding, chipping, trimming, painting, etc. We can provide additional masks and glasses as requested.

LEAD PAINT RECOMMENDATIONS

- Youth and pregnant women or thinking of becoming pregnant should not do prep work involving lead-based paint. Once the loose chips are removed, it is safe to work.
- Place drop cloths on the ground where scraping (e.g., old sheets, garbage bags, plastic or canvas tarps) to expedite paint chip collection.
- Remove only peeling & chipping paint. Make sure the windows are closed to keep the paint outside.
- Lead dust will be minimized if you “work wet.” Before you scrape paint, wet it with a sponge or spray it while you scrape. Use a wet sanding sponge if you must do any sanding.
- Hats, gloves, and glasses may be used to prevent paint chips or dust from settling on you. Use a 3M particle mask as you work. Hearts & Hammers will provide masks and spray bottles in a scrape kit.
- Wash hands before eating, drinking, smoking, or applying cosmetics. Keep water buckets on-site – one wash bucket and one rinse bucket. Wash work clothes separate from family laundry.
- Do not use power sanding without vacuum collection.
- Do not use uncontained water blasting.
- Collect all lead chips from drop cloths and double bag in garbage bags. Rake grass to collect chips that may have fallen into the grass.
- Tape the top of the garbage bag to close it tightly. Dispose of the bag in homeowner’s trash can.
- Do not wash brushes, rollers, paint trays, etc., down the storm sewer. These go directly into our lakes and rivers. Clean equipment in the laundry tub, in basement drain, or dispose.

If teams prefer to bring the collected and bagged paint chips to a hazardous waste collection site, it is free if you live in Hennepin, Ramsey, Anoka, Carver, Dakota, or Washington counties.

- 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.
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- ☑ 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.