

Volunteer Safety on Site

Everyone deserves to go home safe at the end of the day. Home Works USA's goal is to make every activity accident free.

General Guidelines

- When in doubt, ask!
- DO NOT rush. Safety over speed at all times. This is a learning and sharing space.
- Be aware of your surroundings and what other people are doing.
- Look where you are going. NEVER walk backwards.
- Maintain a clean and orderly indoor and outdoor site.
- Lift with your legs, not with your back.
- "Two people, four hands" when carrying or lifting.
- Remove rings, watches and other jewelry prior to starting work. These create opportunities for shock or catch hazards. Loose hair must be tied back.

Personal Protective Equipment (PPE)

- Hard hats must be worn at all times by everyone during active construction. Hard hats are the first item put on as soon as you arrive at the site and are the very last item to be taken off at the end of the day.
- Safety glasses are strongly recommended at all times, and MUST be worn when using or working near power tools such as drills, or the saws. Sunglasses and eyeglasses are not permitted for use as safety glasses unless ANSI Z87.1 rated.
- Gloves are required whenever handling sharp or rough objects, lumber, or during a wire or rope pull.
- Ear protection is required while operating noise-intensive power tools for more than a brief period of time. Single-use earplugs or noise sup- pression headphones are provided.
- Sanitize and return your PPE at the end of the work day. Wipes are provided to sanitize your hard hats and safety glasses at the end of the day.

Heat Illness, Sunburn, and Dehydration Prevention

Sunburn and dehydration represent our most common and immediate risk. Drink water both before and after a day volunteering with Home Works USA. In the field, drink water often and before you are thirsty. Avoid substituting water with soft drinks, coffee, or other drinks containing caffeine or sugar. Heat cramps, heat exhaustion, and heat stroke are conditions caused by exposure to heat and loss of fluids and electrolytes. Symptoms of heat exhaustion include clammy, pale skin, headache, dizziness, fatigue, and nausea. Take a water break in the shade when you need it. Refusing to take breaks is a good sign that you need a break.

- Wear sunscreen and reapply often.
- Drink plenty of water. Two 8 oz. cups of water per hour is recommended to maintain good hydration. For heavy exertion in hot weather, four 8 oz. cups of water per hour is recommended. Please **bring a refillable water bottle** to reduce waste.
- Take a break in the shade if you get tired or if you feel like you are overheated. **Symptoms of heat exhaustion include clammy, pale skin, headache, dizziness, nausea, and fatigue.**

High Heat Procedure

- The weather will be monitored daily using weather.com and the scheduled workday will be cut short to avoid working in the hot parts of the day during heat waves, i.e., two or more consecutive days of abnormally hot weather, with or without high humidity.
- When you arrive on site, notify the Home Works USA Greeter if you have not been doing similar work for at least 10 of the past 30 days. The Greeter will review the planned work and make appropriate accommodations for acclimation. i.e. work half days, assigned to a buddy and/or assigned less physical work.
- The Home Works USA team leader will ensure access to shade and water is provided at all times and advise all volunteers as to location before activities begin.
- Volunteers are encouraged to take as many breaks as needed in the shade to rehydrate.

- Volunteers will be paired with a “buddy” to watch for signs and symptoms of heat illness when the temperatures exceed 95 degrees and ensure that emergency procedures are initiated when they see their “buddy” displaying possible signs of heat illness.
- If you feel symptoms of heat illness or see anyone showing signs of heat illness immediately notify the closest Home Works USA leader on site. They will notify the Home Works USA Greeter, who will assess the affected worker's condition to administer first aid and/or to notify emergency personnel.

Ladders

Only Home Works USA leaders are permitted on ladders. No other volunteers are authorized to use ladders!

- Trainees of other organizations who are accompanied by supervisors from their organization may use ladders if their supervisor instructs them to do so.
- When using ladders, general safety guidelines requirements are:
 - Be careful of windows and overhead electric lines when erecting or moving ladders. When possible, stay at least 10 feet away from overhead power lines or service mastheads.
 - Proper ladder angle is 4:1 - For every 4 feet of elevation, the ladder base should be set out 1 foot.
 - The ladder must extend at least 3 feet past the eave (three (3) ladder rungs minimum) or safety rail extensions may be used.
 - Make sure ladders are tied down and stable before using. Once ties are removed, ladders must be taken down immediately. An unsecure ladder should never be left unattended.
 - Only one person on the ladder at a time.
 - Do not climb on the rungs at or above the roof level.
 - Do not climb with tools or materials in your hands. Always maintain 3 points of contact while climbing the ladder. Use a rope and bucket or a 3-person hand-off system to move equipment.
 - If performing work on a ladder, never overreach.
 - Never leave tools resting on or near the top of a ladder.

Roofs

Only Home Works USA employees and subcontractors are allowed to perform work on roofs. Home Works USA leaders are not allowed to perform work that requires that they step on roofs.

Fall protection is always required when working on a roof:

A personal fall arrest system is composed of a properly fitted harness, retractable lifeline (“yo-yo”) or rope and lanyard, and anchor.

- One lifeline is allowed per anchor point.
- You must be hooked into a lifeline when transitioning on and off the roof at the top of the ladder.
- Work slowly and carefully - try not to cross lifelines or knock over tools and materials.
- If using a guardrail system, stay within the protected work area.
- If using scaffolding, DO NOT climb on scaffolding. Only access the scaffolding platform by means of a tied-down ladder. Do not use improvised steps between the scaffold platform and the working edge of the roof.
- If you do not feel comfortable on the roof, you do not have to go up or stay there.
- NEVER walk backwards on the roof.
- Watch for tripping hazards like grounding wire, rails and conduit.
- Do not walk near edges unless necessary.
- Do not leave tools near the edges or in any place where they may be prone to fall.
- If you do drop something, yell “HEADACHE!” to warn people on the ground.
- If you are on the ground and hear someone above yell, DO NOT look up! Do cover your neck and shoulders and move away from the building if possible.
- No cell phone use -including texting- on the roof.
- Note: Do not stand or sit on a ridge.
- Be mindful of pivoting and kneeling on the roof. Use carpet to protect the roof where stable.

Electricity

Only Home Works USA employees and subcontractors are allowed to perform electrical work. Volunteers may observe work for learning opportunities.

- Assume all wires are hot, live, and energized.
- DO NOT remove any locks or lock boxes off final homerun connections or breakers. Only the Home Works USA Team Leader does this. Lockout/tagout kits are required to lock off all hazardous DC (homerun connections) and AC (main service panel/breaker) energy sources during wiring and until system testing. Electrical tape is not an acceptable method of "locking out" homerun connectors.
- Home Works USA subcontractors team or volunteer who is a licensed electrician are the only individuals permitted to work in the main service panel. Do not crowd or distract people working on wiring, especially in the main service panel. The cover of the main service panel should only be off while the subcontractor or authorized electrician is working in it.
- If someone is being shocked, DO NOT touch them since you may be shocked as well. Use a non-conductive (wood or plastic) object to disconnect them from the electricity source.

Power Tools

Volunteers must demonstrate proficiency or receive instruction on use of each power tool that they use on site. The Home Works USA Greeter will document authorized tools on the volunteer's power tool checklist.

- Use safety glasses if you are in the vicinity of a power tool, even if you are not using the tool.
- Use ear protection as necessary (the band saw can be loud/shrill).
- Operate power tools using both hands.
- Be careful when tightening bolts or screws with the impact driver as this may apply excessive torque and cause stripping or broken bolts.
- Be careful when tightening bolts or screws with the drill. Be sure to use the appropriate torque settings so that it "breaks" before causing potential wrist injuries.

- Unplug power tools when not in use.
- Report defective power and hand tools to the Home Works USA team leader or Greeter. Do not use defective tools!

Site-specific Hazard Assessment

Prior to the start of the workday for volunteers, the Construction Safety manager will identify site-specific hazards and report those hazards to the Home Works USA leader on site. The leader will correct the Hazard, if possible. If not, the leader will cover it in that day's safety talk.

Emergency Response Plan

- When volunteers sign in with the Home Works USA Greeter, the Greeter will provide verbal or written notice of the location of the first aid kit. At a minimum a first aid kit will be in the construction office.
- Volunteers will use items in the first aid kit for minor injuries, e.g. cut or scrape. If required items are depleted or missing, the volunteer will notify the Home Works USA Greeter.
- A fire extinguisher is located in each unit. Know where the fire extinguisher is located in the unit you are working on during construction as the location will change.
- When operating a fire extinguisher, remember the word PASS:
 - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
 - **A**im low. Point the extinguisher at the base of the fire.
 - **S**queeze the lever slowly and evenly.
 - **S**weep the nozzle from side-to-side.
- Inform Home Works USA Greeter immediately of any serious injuries, e.g. knock on head, back injury, sprained or broken body part, etc.
- If someone has a head, back, or neck injury, DO NOT move them!

In an emergency, the Home Works USA Greeter or Team Leader will call 911 and make an announcement to Stop Work immediately.

Address 26050 Chieftain Rd, Lawrence, KS
Unit Number, if applicable

Nearest cross streets between 262nd Street to the west and Primrose Lane to the east

Locality Reno Township

Distances from landmarks .3 miles from Paradise Saloon, 2.7 mi. from Tee Pee Junction, less than a mile from K-32

Don't hang up until the operator has all the information they need.

In the case of an emergency in which the Home Works USA on site volunteer is incapacitated, carry out the Emergency Response Plan. Once the Volunteer is stabilized, call down this list until one of these individuals is reached to inform them of the situation:

1. **785-312-9887 Barbara Sabol**, Senior Advisor (often Home Works USA Greeter)
2. **614-271-6861 Frankie Foster-Davis**, Project Director (usually Home Works USA Activity Coordinator)
3. **202-904-8974 Njeri Shomari**, Community Manager (Construction Safety Officer)

The Emergency Response Plan will be available to you on the job site. The **Emergency Response Plan** outlines what to do in the case of a serious injury, a fall, a natural disaster, etc. There are also hospital directions and Material Safety Data Sheets (MSDSs provide all chemical info).