

Safety Information

Christmas in October offers us a chance to do something good for those less fortunate than ourselves. The worst thing that could happen is that one of us is injured while doing something good for others. To make sure that doesn't happen, we are providing some safety tips here for you to apply at your work site.

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- Hand Tools
- Extension Cords
- Portable Electrical Tools
- Electrical and Lockout Devices
- Paints, Chemicals
- Roof Work

The following is a list of some safety equipment you might consider having available at your site as needed:

- Gloves
- Hardhats
- Safety Glasses
- Ear Plugs
- Dust Masks First
- Aid Kits
- Electrical Lockout Devices
- Fall Protection Equipment

Jobsite Security

- Label your personal items, including tools, gloves, anything you would like returned to you at the end of the day.
- Return tools/materials that you have borrowed from Christmas in October to the warehouse at the end of the day.
- Report any strange activities or individuals to the House Captain immediately.
- Store valuables in your car or other secure location.

Personal Protection

- Review PPE (Personal Protection Equipment) needs for each task
- Make sure the power is turned off before working on lighting or other wiring projects.
- Suggested dress for the event is long pants and shirts with sleeves. Clothing should not be loose and baggy. Good sturdy work boots are suggested, with above the ankle boots preferred.
- Do not smoke at the work site.
- Turn off water before working on any plumbing project.
- Be aware of the condition of the floor, steps, or other material you are putting weight on.
- When outside, check for plants such as poison ivy/oak, thorns, or other items that might cause allergic reactions (bees, pollen, etc.)
- Pay attention when removing paint, tiles, or floorboard. There is a risk, especially in older homes, of exposure to lead, asbestos, or mold. If unsure, check with a professional.

Hard Hats - It is recommended that hard hats are worn whenever there is any overhead work taking place or if there are hazards where you may bump your head.

Safety Glasses - It is recommended safety glasses be worn when grinding, drilling, chipping, cutting, painting, insulating, sawing, sanding, when working in dust and wind, when working with chemicals, or whenever there is a hazard from flying particles.

Shoes - Sturdy boots should be worn, preferably above the ankles - no sandals.

Gloves - It is recommended that gloves be worn when handling rough, sharp or hot material. They should also be worn when handling abrasive materials such as insulation. Gloves should not be worn when using drills or when operating machinery with revolving spindles or cutting tools where they may interfere with the safe operation of control buttons. Rubber gloves should be worn when working with chemicals.

First Aid

- **If the injury is serious (i.e. victim unable to move or unconscious) call 911.**
- Report any and all injuries to your House Captain.

General Information

- Rubbish, debris, waste, and useless materials constitute a fire hazard as well as a potential tripping hazard - remove them from the work area
- .One of the most frequent dangers when working is the presence of nails in lumber. Nails should be pulled or bent over. Also, always look where you step and be sure that what you step on is safe and secure.
- It is especially important to clean-up any loose materials in aisles and in the vicinity of ladders, ramps, stairs, and machinery.
- Make sure your hands and shoes are clean, dry, and free of any grease, etc. before climbing a ladder.
- Turn off water before starting any plumbing job.
- Confirm that your task does not affect the property/grounds of a neighbor.
- When removing limbs or beams overhead, be sure to check what is below and could be damaged by falling materials.
- When removing paint, confirm that the paint is lead-free. If not determine whether it is safe to continue project.
- Confirm that all doors to the outside shut securely and have a lock.
- Vacuum/sweep work area when finished with the project to pick up stray debris and to assure home is clean.
- Good housekeeping should be a continuous process. Scrap material and debris should be removed from work areas as soon as possible.

Ladder Safety

The Don'ts:

- Don't stand on top step of a ladder - always use a ladder that is sufficiently long.
- Don't use any ladder if all feet are not firmly on the supporting surface.
- Don't overreach on a ladder - keep your belt buckle between the side rails.
- Don't use a step ladder by leaning it against a wall - it must be fully opened with the spreaders locked in place.
- Don't place ladders on any makeshift support to gain height.
- Don't carry large objects up or down a ladder.
- Don't try to shift the ladder while you are still on it - get off the ladder to move it.

The Do's:

- Check side rails and rungs to make sure ladder is in good condition.
- Do set up the ladder at the proper angle (4:1 ratio).
- Do maintain 3 points of contact with the ladder - 2 feet and 1 hand or 2 hands and 1 foot.
- Do keep ladders away from live wires.
- Do face ladders when climbing or descending.
- Do tie off the ladders to keep them from falling and always allow 36" of ladder to extend above the landing.

Hand Tools

- Use the right tool for the job - never hammer with a wrench, pry with a screwdriver, etc.
- Handling of small tools, material, etc. from ground level to workers above should be accomplished by the use of a hand line or suitable container - the tools should not be thrown from one level to another.
- Use caution in carrying any tools in your pockets unless all sharp edges are protected.
- Always look behind you before swinging a tool such as an axe.
- Sharp-edged tools or pointed tools should be protected by a sheath and kept in a toolbox - they should never be left lying around the work area.
- Do not throw tools up or down to workers on a ladder.

Extension Cords

- For portable power tools, use only a three-wire cord.
- Frayed or badly worn cords are not fit for use and may be dangerous.
- Patching the insulation of a cord with tape is an unsafe practice.
- Do not lay extension cords across walkways as they cause trip hazards.
- Do not lay extension cords across driveways where they can be damaged.
- Extension cords should be examined carefully before they are used.
- When removing an extension cord from an outlet, **PULL ONLY THE PLUG**. Pulling the wire is destructive and unsafe.
- Do not use extension cords to hoist materials, tools or equipment.
- Do not overload power strips or extension cords.

Portable Electric Tools

Possible hazards of portable electric tool use are shock, cuts, falls, strains, eye injuries, burns, or fire. To safeguard against accidents and fire, the following precautions should be taken:

- Make sure the equipment is in good condition.
- Only operate portable electric tools if you have the knowledge of how to operate the tool.
- Use the proper tool for the job.
- Make sure you use the proper size extension cord in good condition with the tool.
- Do not stand on a wet surface when operating a portable electric tool.
- Eye protection should be worn when using electrical tools for grinding, chipping, or hammering of hard objects.
- Inspect all portable electric tools before use for cuts or frays on the cords or missing prongs on the cords.
- Inspect tools to make sure they have guards, grounding prongs, and are undamaged.
- Avoid wearing loose fitting clothes that could get caught in the tool.
- Make sure the tool is in the OFF position before plugging in the cord, passing to another worker, or setting the tool on the ground.

Electrical

You should NOT use electrical equipment while standing on damp or wet surfaces or when hands are wet.

- Always disconnect cord at the receptacle or shut off current before attempting to remove or replace a broken light bulb.
- Treat all electrical circuits as though they were live.
- Lockout controls, switches, or breakers before beginning repairs or maintenance on any electric equipment or machines.
- After placing a lockout device on a breaker, make sure it is removed when your work is complete.
- Do not switch on a breaker that has a lockout device attached
- Make sure the power is turned off when working on lighting or other wiring projects.
- Watch for overhead power lines when working outside.

Paints, Chemicals, and Solvents

- All chemicals have a Material Safety Data Sheet. Obtain a copy before handling any suspicious materials.
- All information on product labels should be followed (i.e. how to use safely, how to treat if exposed to skin, etc.)
- Use personal protective equipment as suggested on the product label.
- If you use flammables, combustibles, or materials that give off vapors in enclosed spaces, make sure to open doors and windows and get plenty of ventilation. Ventilation can be increased with the use of fans.
- Dispose of all chemicals in an appropriate manner. Confirm appropriate manner for discarding material – many materials require special disposal and should not be poured down sinks, poured into the ground, or thrown into the trash.
- If you do get chemicals in your eyes or on your skin, continuously flush with water until medical help arrives.

Roof Work

Access: Ladders to the roof should be secured at the top to prevent any sliding or fall-out from the building. Ladders should be set up at a 4:1 ratio and should extend 3 feet above the roof level.

Low Slope Roofs: You must be cautious when working on the roof, particularly when near the edge. Workers should always walk forward, never walk backward. When working within 6 feet of the edge of the roof, personal fall arrest systems should be utilized.

Steep Slope Roofs: On slopes where the roof is steeper than 4 inches rise per foot, special consideration should be given to footing and handling of materials. Other suggestions: Chicken ladders, cleats, or slide guards should be used on the roof as required for adequate footing. Personal fall arrest systems should be used.

Protecting Workers Below: The area below the roof where materials are being discarded should be barricaded with flagging available through your House Captain to keep workers on the ground out of that area. Workers on the roof should always make sure there is no one standing on the ground before discarding any materials off of the roof.

- Rubber soled shoes with grip-type bottoms should be worn. These should be high top shoes, not low shoes.
- Carrying and transporting materials should be limited to a safe amount so that balance and footing are not impaired.
- Eave conditions should be given attention and a stop should be provided if a gutter or some other mechanism is not present at the eave.