

## Scaffolding Safety

- Scaffolding should be placed only on solid, level footing. Dig down if necessary. Don't stack loose material (scrap lumber, bricks, concrete blocks, etc.) under scaffolding legs to level. Use leg-leveling devices provided with the scaffolding.
- Make sure that walk boards are fastened securely and are adequate for the number of workers on the scaffolding.

## Sheathing Safety

- There are only two places for your hammer—your hand or your tool belt!
- Those working on the roof will need to be aware of those working underneath them.
- A hammer left on top of a ladder or a roof can easily fall and leave a lasting impression on someone below.
- Make all plywood cuts on the ground and pass them to those working on the roof.
- Take breaks frequently and drink plenty of water.
- Work in teams when lifting plywood sheets onto the roof — with several pushing from below and several more pulling it onto the roof.
- Wear safety glasses, earplugs and dust masks when cutting.

## Siding Safety

- Review ladder or scaffold safety.
- Review circular saw safety if being used.
- Use safety glasses when cutting with power tools and nailing.

## Window and Door Safety

- Work within a comfortable distance from the ladder. If the distance is too great, move the ladder.
- Make sure someone holds each window or door in place until it is permanently secured.
- Do not use window openings as ladders.

Homes 4 Families • Habitat for Humanity, SF/SCV  
21031 Ventura Blvd., Suite 610, Woodland Hills, CA 91364

[www.Homes4Families.org](http://www.Homes4Families.org) • [www.HumanityCA.org](http://www.HumanityCA.org)

818-884-8808



[www.Homes4Families.org](http://www.Homes4Families.org) • [www.HumanityCA.org](http://www.HumanityCA.org)

# Safety Checklist

Welcome! Thank you for thinking about Habitat and the low income working families who are so in need of decent housing. We hope you have fun and learn something today.

## For New Volunteers

Because you are new to our construction site, we ask that you follow directions of our site super for new volunteers—

- No working on ladders, roofs, or at heights above 10 feet please.
- No working with power saws, drills or other dangerous power tools; etc...
- No working with special paints, glues or other hazardous chemicals.

## Personal Safety

- Hard Hats – at all times
- Safety shoes – at all times
- Safety glasses – when sawing or when other eye hazards are present
- Do not lift beyond your strength. Bend your knees and lift with your legs.

## Before You Begin

Know locations of:

- 1st aid kit and drinking water
- Bulletin board with emergency numbers & information
- Telephone

- Fire extinguishers & other safety equipment
- Location of Hazardous Materials and MSDS's
- Emergency response procedures and designated safe gathering area

## General Safety Guidelines

- Speak up if something looks unsafe. An observer can spot danger quicker than a worker.
- Know where the drinking water and the firstaid kit are located.
- Tell the site supervisor and volunteer director immediately in the event of an injury.
- Select the correct tool for your work. Carry only those you need.
- Think and concentrate on your task.
- If you are uncertain about how to do a task, or how to operate a tool, ask your crew leader or Habitat staff for assistance.

## Tools & Equipment

- Check tools & cords for damage before you use them
- Make sure all safety guards on tools are in place & working
- Check ladders for damage & use them properly
- When lifting heavy materials – “bend the knees not the back”
- Don't use power tools if you haven't been trained to use them
- Select the correct tool for your work. Carry only those needed.
- If you are uncertain about how to operate a tool, ask your crew leader or Habitat staff for assistance.

## Fall Protection

Every volunteer has a responsibility to make sure that guardrails or a personal fall protection system is in place and secured when:

- working on the roof
- any time you are working above 10'
- painting the house above reach level

Never attempt to assist with trusses.

## Insulation and Drywall Safety

- Wear long sleeves, long pants and avoid contact with skin.
- Retract the blade of a utility knife when not in use and Keep fingers clear of the cutting path.
- Use safety glasses and a dust mask when cutting outlets and light fixtures.
- Do not assume that everybody else is holding the sheet of drywall. Make sure it is held in place until firmly secured.
- Use safety glasses, particularly when working on ceilings.

- Know where your extension cords are to avoid falls.
- When cutting drywall for door and window openings, make sure that no one is near the other side of the wall.

## Framing Safety

- Watch for pipes that may be protruding from the floor slab or deck.
- Remove all nails from discarded lumber.
- Watch out for wall bracing to avoid head collisions.
- When carrying 2" x 4"s, do not make sudden turns without checking behind you.
- Work in teams when lifting plywood/OSB.

## Ladder Safety

- Use a ladder that will reach the work.
- An extension ladder should extend three feet (3') above the step-off point.
- Move the ladder with your work. Avoid overreaching. The base of an extension ladder should be 1' out from the wall for every 4' of height.
- Place stepladders on solid, level footing.
- Don't work at a height beyond which you are comfortable.

## Nailing Safety

- Hold the nail until it is firmly started in the wood; otherwise it could suddenly fly out and hit someone.
- Wear safety glasses.
- Be aware of the surroundings. Do not start swinging without checking to be sure you will not catch someone on the “back swing.”

## Roofing Safety

- Do not step back to admire your work! Be aware of your surroundings.
- Take care when handling drip edge. Edges are sharp.
- Take care when walking around the roof. Sweep periodically to remove loose gravel and debris.
- Retract utility knife blades when not in use.
- Make sure that hands are clear of the path of a utility knife. They can cut deeply very fast.
- Be aware of those working on the ground and be careful of where things are placed. A hammer or utility knife can easily slide off.
- Take frequent breaks and be sure to drink plenty of water.