



## Project Safety Plan

### Introduction

The Project Safety Plan is the basis for safety regulations on all HFHGG construction sites. All persons working on an HFHGG construction site, whether volunteer, home owner, HFHGG employee or subcontractor, are required to comply with the HFHGG safety policy. Non-compliance with safety requirements may result in work stoppage and could lead to contractor or volunteer dismissal at the discretion of the HFHGG Construction Manager.

### Statement of Policy

Habitat for Humanity of Garland is committed to providing a safe, healthy work environment for all persons authorized on these projects. HFHGG staff, core group members, volunteers and subcontractors share a responsibility to build these projects in accordance with the highest safety and health standards.

The HFHGG Construction Manager is charged with the responsibility to prevent the occurrence of incidents or conditions that could result in personal injury or illness to workers and the public at large, or property damage. The ultimate success of our safety efforts depends fully upon the participation and cooperation of every individual.

All on-site workers (whether HFHGG staff, home owners, volunteers or subcontractors) will comply with all safety and health regulations established by local, state, and federal agencies.

### Organization and Administration

The HFHGG Construction Manager will insure that all volunteers are made aware of and compliant with the HFHGG safety standards.

All subcontractors are responsible for the implementation of the project safety plan. Each subcontractor will administer and audit individual employee's safety performance for compliance with the plan.

Daily observations and inspections will be conducted by the HFHGG Construction Manager in conjunction with contractor supervisory representatives. When unsafe work-practices or conditions are observed, the contractor will be notified either verbally or in writing and immediate corrective action will be taken. Inability to correct the safety deficiency will result in the stoppage of work in the affected area until such time the deficiency is corrected.

## Safety Plan Communication

1. A copy of this safety plan will be made available on the HFHGG web site for review by prospective volunteers, home owners and sub contractors.
2. A copy of the safety plan will be included in the home owners' notebook and reviewed with them prior to working on the job site.
2. A printed copy of the safety plan will always be available at the job site and made available to interested parties.
3. Subcontractors are required to communicate this safety plan to their employees and insure that all employees comply.
4. A poster containing highlights of this plan will be displayed at the job site discussed at the on-site safety orientation meeting.

## Volunteer Eligibility

No volunteers under the age of 16 years will be allowed on the site without being accompanied by a parent or legal guardian.

All volunteers must attend the safety orientation meeting held on the construction site at the beginning of each work day.

All volunteers must confirm that they do not suffer adverse health issues that would cause them to be endangered by the type of labor performed on the HFHGG construction site.

**No volunteer with a physical impairment will be allowed to perform tasks that put themselves or others at risk due to an inability to perform that task safely. The HFHGG Construction Manager will determine the eligibility of all volunteers to safely perform required tasks.**

## Consent Forms

Prior to working on an HFHGG site, all volunteers will be required to read and sign a waiver of responsibility and consent form. The HFHGG Volunteer Coordinator or Construction Manager will confirm that all volunteers have read and understood the forms before commencing work.

In the event that a volunteer does not understand English, an interpreter will review the form with him/her and verify the volunteer's understanding of the terms and conditions.

## On-Site Safety Equipment

1. HFHGG will maintain at the project site a First Aid Kit in a weatherproof container with individual sealed packages for each type of item.
2. HFHGG will provide each job site with a properly charged, inspected and maintained ABC fire extinguisher.

## **On-Site Safety Orientation Meeting**

HFHGG will be responsible for implementing a safety orientation program for on-site workers new to the project. Orientation will be held at the beginning of each work day when new on-site workers are present.

Topics will include:

1. Proper attire & sun protection
2. Job site behavior
3. Location of fire extinguisher and first aid kit
4. Ladders and fall prevention
5. Authorized use of power tools
6. Personal protective equipment
6. Accident response
8. Proper hydration

## **Emergency Response Procedures**

The purpose of this procedure is to establish the requirements, responsibilities, and methods for notification and response to emergency situations.

### **General procedures**

1. All emergencies are to be handled initially by the Habitat for Humanity of Garland Construction Manager. Assistance will be provided by whoever is available.
2. Emergency phone/contact numbers will be posted in conspicuous locations on each project.

### **Incidents involving serious injury or death**

1. Provide immediate, necessary first aid call 911 for emergency response and then notify the Habitat for Humanity of Garland office.
2. All non-essential personnel will be removed or kept away from the scene.
3. All site personnel will make themselves available to assist rescue personnel as needed and directed.
4. After successful removal of the injured worker, nothing will be disturbed or removed from the immediate area of the incident scene without the approval of the HFHGG Construction Manager.

### **Fire**

1. Make a safe attempt to extinguish. Do not endanger your life or safety.
2. Once evacuation is complete, the Construction Manager will account for EVERY volunteer.

### **Severe weather**

The HFHGG Construction Manager or his designee, upon notification by a responsible agency or person of a tornado watch, hurricane, or other severe weather, will evacuate the job site and assure the safe departure of all volunteers and/or subcontractors.

## SPECIFIC SAFETY REQUIREMENTS

These standards are not to be considered as “all inclusive”. Where any portion of the project standards are less stringent than applicable federal, state, or local statutory safety regulations, the statutory regulation takes precedence. Where project standards are more stringent than Federal, State, or Local regulations, the project standard will take precedence.

### Age/Impairment Restrictions

The HFHGG Construction Manager will determine each volunteer’s ability to work safely based on their age and apparent physical capabilities. No volunteer will be allowed to perform tasks which the HFHGG Construction Manager determines to be dangerous for that volunteer. Specifically:

1. All volunteers will be asked to disclose to the HFHGG Construction Manager any physical handicaps that might limit the scope of activities they can perform safely.
2. Volunteers over the age of 75 will not work at heights of greater than 72” above ground.
3. Physically impaired individuals will not work at heights of greater than 72” above ground.
4. Volunteers over the age of 75 will not be allowed to work alone or carry heavy loads alone.

### Sun Protection, Heat Protection and Hydration

1. All volunteers are encouraged to provide personal sunscreen and sun protection as needed
2. Every HFHGG construction site will include a shaded area where volunteers will be encouraged to rest if they become overheated or fatigued.
3. HFHGG will provide unlimited cold water and drinks for volunteers on all HFHGG construction sites and volunteers will be encouraged to re-hydrate often.
4. Subcontractors will be responsible for providing adequate heat and sun protection as well as re-hydration supplies for their employees.

### Personal Protective Equipment (PPE)

This section establishes the minimum requirements for personal protective equipment to be used by all on-site workers. HFHGG will provide all required PPEs for volunteers, home owners and HFHGG employees. Sub contractors will provide required PPEs for their employees.

1. **Hard Hats** – The wearing of an approved non-conductive safety hat is mandatory while on these projects whenever ANY overhead work is being performed. In non-hazard environments, hard hats will be made available to on-site workers at the worker’s request.
2. **Eye and Face Protection** - The wearing of personal eye protection is required in all construction work areas and will be worn **at all times by all workers**.
3. **Gloves and Hand Protection** - Gloves will be provided by HFHGG and worn when handling objects or substances that could cut, tear, burn, or otherwise injure the hand.
4. **Footwear** - No opened toed shoes will be worn at any time. Work boots are preferred
5. **Dust Masks** - Dust masks will be worn at all times when performing tasks that bring workers into close proximity with fine particles or inhalants. Additionally, dust masks will be made available to any worker upon request.

## **Ladders**

1. Ladders with broken or missing rungs, split side rails, or other damage will not be used. Damaged ladders will be removed from the building, structure, or work area immediately for repairs or destruction.
2. A-frame ladders will be of sufficient height for workers to perform their tasks using the ladders in a safe and acceptable manner.
3. The following uses of ladders or work practices on ladders are prohibited:
  - a) Leaving ANY tools on top of a ladder.
  - b) Standing on the top of an A-frame ladder, or on the first step down from the top.
  - c) Working from a ladder with only one foot on the ladder.
  - d) Sitting on the top of ladders.
  - e) "Walking" the ladder while standing on a step.
  - f) Climbing or working on the back of an A-frame ladder, or straddling the top unless the ladder is of a special, manufactured design.
  - g) Two people on the same ladder.
  - h) Working backwards on a ladder.
  - i) Working from a ladder with the belt buckle (belly button) outside the rails without full body harness, shock absorbing lanyard, and adequate tie-off point.

## **Housekeeping**

1. Work areas, storage areas, stairs and walkways, in and around buildings and structures will be kept clear of debris.
2. Trash dumpsters will be provided by Habitat for Humanity of Garland for the use of all volunteers and subcontractors. Each subcontractor is expected to deposit trash and construction wastes into the dumpsters on a daily and continuous basis.
3. Construction materials and equipment will be stored in an orderly manner and locked in a secure container.
4. Only the HFHGG Construction Manager and his designees will have keys to the secure container.

## **Electrical**

1. Only qualified electricians, familiar with code requirements, will be allowed to perform final electrical work. No work will be performed on an energized electrical circuit by anyone regardless of experience.
2. Extension cords used with portable electric tools and appliances will be heavy duty (no less than 12 gauge conductors), of the three-wire grounding type, and will conform to the type and configuration required by OSHA standards.  
FLAT ELECTRICAL CORDS WILL NOT BE ALLOWED ON PROJECT SITES.
3. All power tools and cords will be properly protected by a ground fault circuit interrupter throughout all phases of construction.
4. Damaged electrical cords will be properly repaired or discarded. Electrical tape repairs are prohibited.

## **Small Tools**

### **1. Power, Air, and Hand Tools**

No volunteer will be allowed to use power tools unless he/she has demonstrated their familiarity with that tool and safe operating capability to the Construction Manager or his designee.

- a) Power tools shall not be used if safety equipment, such as shields, tool rests, hoods, and guards have been removed or rendered inoperative.
- b) All electrically powered tools will be properly grounded. Cord sets or outlets used for 110-volt tools will be protected by GFCI devices during all phases of construction.

### **2. Powder-Actuated Tools**

- a) Only workers designated by the HFHGG Construction Manager will be permitted to operate a powder-actuated tool.
- b) Tools will not be loaded until immediately before use. Loaded tools will not be left unattended.
- c) Loads, studs, nails, etc. used in the tool will be specifically approved by the manufacturer for use in that tool.

## **Welding, Cutting, and Burning**

1. Any on-site worker performing soldering, welding, burning, or cutting will first insure that a proper fire extinguisher is readily accessible, located within easy reach but no greater than 20 feet from the point of activity.

## **Concrete, Concrete Forms & Masonry**

All equipment and materials used in concrete construction and masonry work will meet the applicable requirements as prescribed in ANSI-A10.9-1970 "Safety Requirements for Concrete Construction and Masonry Work".

1. Concrete workers are required to wear appropriate shirts, boots, and gloves to eliminate concrete burns.
3. All lumber and materials will be clear of nails. Excess materials will be removed from the immediate work area, segregated, and properly stored..

## **Fire Prevention**

1. Trucks and motor vehicles will not be taken within the perimeter of any building, completed or under construction.
2. Open flame heaters within buildings will not be permitted.
3. All combustible waste materials, rubbish, and debris will be removed daily.
4. All flammable liquids will be stored and transported in approved safety cans equipped with flame arrestor screens and self-closing lids.
5. All containers will be labeled as to contents and flammability characteristics.
7. Smoking will not be permitted in any enclosed building.

## **Motor Vehicles and Heavy Equipment**

1. Only authorized, trained, and licensed drivers will be permitted to operate vehicles or motorized equipment.
2. Personal motor vehicles will be parked in designated lots or public streets.

## **Public and Property Protection**

1. All necessary precautions will be taken to prevent injury to the public or damage to property of others.
2. When it is necessary to maintain public use of work areas involving sidewalks, building entrances, roadways, and parking lot access, HFHGG will protect the public with appropriate barricades.
3. All open trenches and excavations will be barricaded.
4. Sidewalks, building entrances, doors or exits will be kept clear of obstructions to permit the safe use by the public at all times.