

## **THINK PROACTIVELY!!**

Safety is everyone's responsibility and concern on a volunteer site and must be thought of as such to prevent accidents. Be conscious of the safety of yourself and others. Do not go ahead with a task if you are uncertain as to how it is done, if you are unable to do it, or feel uncomfortable doing it. Supervisors (Central SC Habitat for Humanity Staff, Site leads, Crew leads, and Regular volunteers) are available to instruct each worker about the correct and proper procedures for performing each task. **If you have questions PLEASE ASK!**

FIRST AID AND EMERGENCY INFORMATION is located at the volunteer table at each build site and in the volunteer office at the ReStore. Site leaders and ReStore staff are familiar with safety and first aid procedures and have hospital maps in case of emergency.

### **Habitat Volunteer Safety Guidelines**

We love having fun here at Habitat, but we also love to keep our volunteers and staff safe. We challenge volunteers to try new activities and develop new skills by challenging themselves. In order to make sure you leave with the same number of fingers and toes you arrive with, please pay special attention to the safety guidelines below.

#### *1.Challenge by Choice Venture*

We will encourage you to try different activities, but it is YOUR choice to decide if you are comfortable participating.

#### *2.The Buddy System*

You watch your friends' backs and they watch yours. If someone is doing something potentially dangerous, please let them know.

#### *3.Power tools are by invitation only*

No matter what your experience background, you are to use anything with a cord or battery ONLY if you have been asked to and are being supervised.

#### *4.Smart Lifting*

When lifting make sure to do so with your knees, not your back.  
Always use a partner to lift building materials.

#### *5.HEADS!*

If you drop something from up high (ladder, scaffolding, etc ...) you yell "HEADS" as loudly as possible, allowing others to get out of the way.

#### *6.Ladders, a 2 for 1 deal*

Never get on a ladder without someone holding it.  
Keep all 4 ladder legs on the ground.  
Make sure the ladder is locked.

### *7. Safety Glasses*

Eye protection is strongly recommended while on the build site.  
While using power tools, eye protection is required.

### *8. Clean Work Site*

Clean up all rubbish and scrap materials on a daily basis. Do not permit blocks of wood, nails, boxes, empty cans, pipe, wire or other material to accumulate on the work site. Never leave a worksite unguarded unless all tools and materials have been properly secured. To protect tools not being used, place them in chests or tool boxes.

**If you see a situation that is unsafe either take care of it yourself or tell a supervisor immediately.**

### *9. Emergency Medical Care*

If someone is injured on the job, immediately contact your supervisor and summons any necessary medical help. You could also use the supplies located in the first aid kit to stabilize the injury as much as possible until medical help arrives. The sign-in book contains hospital maps and incident report forms which **MUST** be completed if medical treatment is necessary.

### *10. When in doubt - ask*

On each build site and at the ReStore we have staff and regular volunteers that would be happy to assist you with any questions you have about how a process works or how to complete a task.