



SAFETY MANUAL



SAFETY TOPICS

- Hand/Power Tools
- Electrical
- Ladders
- Scaffolding
- Chemicals/Cleaning Products
- Hazardous Materials
- Fire Extinguishers
- Safety Equipment
- Demolition
- Safe Lifting



Hand and Power Tools



- **Select the right tool for the job.**
- **Only use tools that are in good condition.**
- **Only use tools that you have been trained to use**



Hand and Power Tools



- Always use Ground Fault Circuit Interrupters.
- Use quality Extension Cords that are free from damage.



Hand and Power Tools

- **Do not use electric-powered tools in damp or wet locations.**
- **Avoid accidental starting. Do not carry a tool by the on/off button.**
- **Work areas should have adequate lighting and be free of debris.**
- **Observers should remain a safe distance from the tool operators.**
- **Do not wear loose clothing, ties, or jewelry when operation tools.**



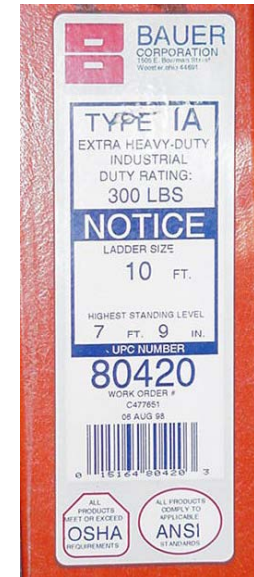
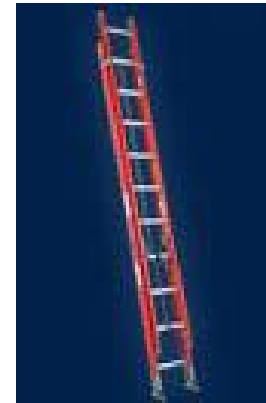
ELECTRICAL

- **110 volt house current can be deadly.**
- **Overhead power lines are not well protected.**
- **Report any suspicious conditions.**





LADDERS



5 RULES FOR SAFE LADDER USE

Rule 1: Select the right ladder for the job.

- Extension ladders are leaned against a secure structure at a 4:1 ratio.
- Step ladders are opened up and the spreader bars are locked in place.
- Keep your feet closer than 6' above the ground.





LADDERS

5 RULES FOR SAFE LADDER USE

Rule 2: Inspect the ladder before you use it.

- Look over the ladder carefully before climbing.
- Look for missing, damaged, or loose components.
- Don't use a damaged ladder
- Make sure that working parts move properly and that all connection are secure.
- Carefully check spreaders, extension ladder locks and flippers, and safety shoes.



LADDERS

5 RULES FOR SAFE LADDER USE

Rule 3: Set up the ladder with care

- Get help with a ladder that is too heavy to handle alone.
- Position the ladder so you can face your work and do not have to lean.
- Don't place a ladder on slippery surfaces or place loose materials underneath a ladder.



LADDERS

5 RULES FOR SAFE LADDER USE

Rule 4: Climb and descend ladders cautiously.

- Climb facing the ladder.
- Center your body between the rails.
- Maintain a firm grip and a 3 point contact.
- If possible, have another person hold the ladder when you are working on it.



LADDERS

5 RULES FOR SAFE LADDER USE

Rule 5: Use common sense when working on a ladder

- Never let your belt buckle pass beyond either ladder rail.
- Move materials with extreme caution.
- Be careful pushing or pulling anything while on a ladder.



LADDERS

LADDER DON'TS

- **DON'T** place the base of an extension ladder too close to the building as it may tip over backward.
- **DON'T** place the base of an extension ladder too far away from the building, as it may slip out at the bottom.

Set the ladder at a 4/1 ratio. 4' up and 1' out.

- **DON'T** over-reach, lean to one side, or try to move a ladder while on it.

Climb down and then reposition the ladder closer to your work.



LADDERS

LADDER DON'TS

- **DON'T stand above the highest safe standing level.**
- **DON'T stand above the second step from the top of a stepladder and the 4th rung from the top of an extension ladder.**
- **DON'T climb a closed stepladder.**
- **DON'T climb on the back of a single-sided stepladder.**



LADDERS

LADDER DON'TS

- **DON'T stand or sit on a stepladder top or pail shelf.**
- **DON'T climb a ladder if you are not physically and mentally up to the task.**
- **DON'T exceed the Duty Rating, which is the maximum load capacity of the ladder.**
- **DO NOT permit more than one person on a single-sided stepladder or on any extension ladder.**



SCAFFOLDING

- Scaffolds should only be set up by an experienced scaffold builder.
- Scaffolds should only be used under the supervision of an experienced scaffold user.





SCAFFOLDING

- **Scaffold tips:**
 - Set up on firm level base.
 - Lock wheels when using
 - Do not use damaged equipment
 - Do not modify the scaffold without the approval of an experienced scaffold builder
 - Make sure guardrails are installed when over 6'





CHEMICALS/CLEANING PRODUCTS

- Many chemicals found in the home are potentially dangerous:

- Cleaning Fluids
- Bleach
- Paint
- Furniture Polish
- Ammonia

**USE CHEMICALS ONLY FOR THEIR
INTENDED PURPOSE.**

**STORE AND DISPOSE OF THEM
PROPERLY.**



CHEMICALS/CLEANING PRODUCTS

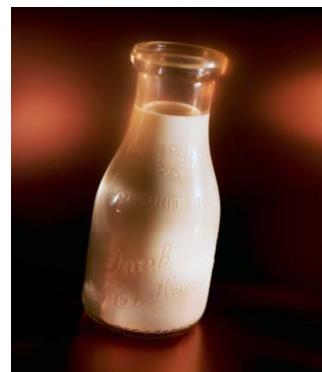
- To insure your safety:
 - Read the Label for instructions before using the product.
 - Have the required safety equipment, such as rubber gloves, dust masks, or safety glasses on hand.





CHEMICALS/CLEANING PRODUCTS

- To insure your safety:
 - Mix only enough for your present use.
 - Be sure to clearly label all containers.
 - Never use food or drink containers to store chemicals





CHEMICALS/CLEANING PRODUCTS

- **To insure your safety:**
 - Always keep flammable products away from sources of heat.
 - Keep you children away from chemicals.





HAZARDOUS MATERIALS

- **Lead – Poison!**

- Lead can be found in paint used on older homes. It can be very toxic if not handled correctly.

DO NOT REMOVE LEAD PAINT

Leave this work to a professional.



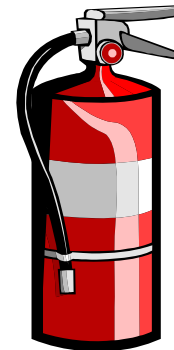
HAZARDOUS MATERIALS

- **Asbestos**
 - Can be found in pipe and duct insulation, floor tile, roofing and siding materials.
 - **DO NOT REMOVE ASBESTOS**
 - Leave this work to a professional.



FIRE EXTINGUISHERS

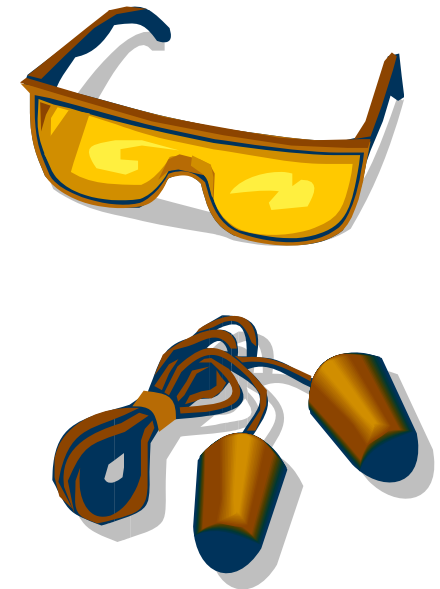
- Fire Extinguishers should be available for any hot or spark producing work.
- Remember **P.A.S.S.**
 - **P**ull the safety pin
 - **A**im at the base of the fire
 - **S**queeze the trigger
 - **S**weep the hose side to side





PERSONAL PROTECTIVE EQUIPMENT

- **Safety Glasses** - are needed protection against flying objects. Use with hand/power tools and demolition activities.
- **Hearing Protection** – Lightweight disposable ear plugs provide protection against excessive noise. *“If you have to raise your voice to be heard you should be wearing hearing protection.”*





PERSONAL PROTECTIVE EQUIPMENT

- **Gloves** - provide hand protection from cuts, slivers, and blisters. Most construction work involves material handling, wearing gloves is a good practice.
- **Dust Masks** – should be worn to protect against respiratory nuisance dusts such as wood dust, drywall sanding, and demolition dusts.





DEMOLITION

- **Wear Safety Equipment**
 - Gloves
 - Sleeves
 - Safety Glasses
 - Hard Hat
- **Make sure power is off and locked.**
- **Structural integrity sound.**
- **Asbestos?**
- **Lead?**





LIFTING

- Size up the load.
- Get help – if you need it.
- Use mechanical advantages.
- Left with your legs.
- Keep the load close - no twisting

