

SAFETY FIRST

Safety on the work site is very important. It's wonderful to finish the job knowing your crew and homeowner have all of your extremities intact! Anyone who is not working safely on your project endangers others who are working nearby. It is always a good idea to have a short meeting before starting the job to go over some general safety rules and some do's and don'ts. Appointing a crewmember as Safety Champion to stop unsafe work situations will be of benefit.

Don't assume everyone knows everything you know about working safely.

Don't be afraid to stop someone who is not working safely. Show them the proper and safe way to accomplish that part of their job.

Do have a first-aid kit on hand.

Do identify the medical facilities that are close and available during the hours you will be working.

Do call 911 immediately if an injury incurred where best judgment tells you not to move the injured person.

PERSONAL SAFETY:

- **Lead-based paint** – old houses may have residual lead-based paint on the wood which could be exposed during preparation. Use gloves and do not sand, put scrapings in the trash, keep hands away from your mouth, wash hand before eating or drinking. "To be" mothers and children should be extra careful. Use Common Sense.
- Always wear safety glasses if you, or others near you, are doing something that may cause a threat to the eyes.
- Wear gloves to prevent splinters when you are handling lumber and to prevent blisters from raking, shoveling, etc.
- Wear shoes that will offer feet some protection from falling objects. Sandals and other open-toed shoes are unacceptable.
- When exposed nails are found, drive them in, pull them out, or bend them over to prevent anyone from getting cut or punctured.
- Always wash hands before eating. Treated lumber, paint, etc. can leave dust or residue.
- Walk, do not run. Make sure of your footing, especially when carrying tools or building material.
- When scraping, prying or pushing with a knife, scraper, screwdriver or other tool, make sure the direction you are pushing is not toward your other hand. A slip while doing so could easily result in the screwdriver or other tool being planted firmly into the palm of your hand!
- Use caution when handling long material. Swinging around without regard to other people or objects nearby can cause serious injury or property damage.

- Remember to use your leg muscles....not your back muscles. Bend at the knees – not at the waist.
- Take occasional work breaks to avoid fatigue and carelessness.
- Drink plenty of water and other fluids that replace electrolytes quickly. Avoid coffee, tea, and other diuretics.

OPERATING POWER TOOLS:

- Wear safety goggles when operating a power tool.
- Never talk to someone who is operating a power tool.
- Always unplug power tools before changing bits or blades, and when not in use.
- Never use a power tool until you know how it operates.
- Use guards.
- Keep fingers away from blades or cutters while the tool is running.
- Keep your eyes on the area that is being cut.
- When finished using the tool, unplug it.

LADDERS:

- Inspect your ladder before using it. Check for loose or missing parts. Never use a bent metal ladder.
- Make sure the ladder is resting on level, firm footing. Use non-slip bases.
- Keep your weight centered. Do not overreach to left or right.
- Never stand on the top two steps of your ladder.
- Make sure, when working on a stepladder, that the ladder is fully open and spreaders are locked down.
- Metal and water conduct electricity. Do not use metal or wet wooden ladders where there is exposure to electrical wiring. Have someone who has worked with electricity insulate with tape or other insulating material.
- If you are using the ladder to get to the top of the house, extend the ladder at least three feet above the roof.
- Check locks on extension ladders before climbing.
- Only one person should be on a ladder at a time. Use the buddy system to steady the ladder when appropriate.
- When using an extension ladder, the base should be one-fourth the length of the ladder away from the vertical line of the top.
- Never use your ladder as a horizontal platform.

DANGEROUS INSECTS:

- If you find fire ants at your job site, treat them before your volunteers arrive. If that is not possible, flag the mound to avoid stepping in it. In rare cases, some people have serious reactions to fire ant bites. If unusual symptoms occur, get that person to a treatment center immediately.
- Wasps and hornets can be dangerous. Inspect the eaves, outside ceilings and rafter areas for nests. Using wasp and hornet spray (available at warehouse), knock them

down and dispose of them before allowing any work to be done in those areas. Ground dwelling wasps can be angered if their nest is disturbed. If these smaller wasps start to fly around you in any numbers, clear the area quickly. Determine where they are located and keep clear. If a good penetration can be made with hornet spray, do so. Otherwise, it is best to leave them alone.

- All poisonous snakebites will leave two puncture wounds from the snake's fangs, with one exception - the small coral snake. This snake will not be more than 6 or 8 inches long and is brightly colored with red, yellow and black rings. Positive identification can be made by remembering this old saying, "RED AND YELLOW KILL A FELLOW", indicating the red and yellow bands are next to each other. The bite of the coral snake will be shallow and small; but, if bitten, the person must seek medical attention immediately as the venom is of the nerve variety and can be deadly. The other bites should be treated promptly by competent medical personnel as well.

HANDLING GLASS:

- Glass is dangerous if not handled with care. Never force glass. If it's not a good fit without struggling with it, we will re-cut it for you.
- Never work with glass with someone working below you. If you slip and drop or break the glass, the other person is certain to sustain injury.
- Always wear gloves and safety goggles when handling glass.
- Large pieces should be handled and installed by two people to insure good solid handling.
- Use push points to secure the glass. Glazing compound is for weatherizing! Use extreme caution when removing broken glass from windows.

If glass is not on your material list but you get to your home to find that a window has broken since the inspection or if a crew member accidentally breaks one, here's the best way to measure for the piece you will need. Always use a square to determine if the frame for the glass is square. If it's not square, we couldn't cut a piece correctly no matter how you measured it!

Here are some tips:

After removing broken glass and scraping away any remaining glazing, measure both the vertical and horizontal distances from one side of the frame to the other. Use the 1/8" rule (i.e., if the measurement is 10 1/2", tell us to cut 10 3/8"). Using push points and glazing compound, things will work fine.

In the event you have a frame that is not square, it will most likely be a parallelogram. In this case, first determine in which way it is parallel.

Using a square or plumb line, determine the offset of the parallelogram (1/4", 3/4" etc.) We can figure and cut from your measurements and usually have the glass ready for you by the time your runner gets to the warehouse.