



Affiliate Construction Safety Program By Individual's Responsibilities

It is the responsibility of everyone to promote safety within our affiliate. The Safety Program is to be adhered to by every Board Member, Staff, Volunteers and/or Visitor at any time they are working for or represent MCHFH. The individuals and their responsibilities to make the Manatee County Habitat for Humanity Safety Program (MCHFHSP) work are shown below:

Construction Manager

- Ensure that safety is adequately budgeted for the job, etc.
- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Communicate safe work practices regularly. Safe work practices will be developed and workers will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- Safe work practices will be developed and workers will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or bad weather.
- Formally recognize outstanding safety performance by any/all workers.
- Assist the House Leader and any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Uphold and enforce all known safe work practices.
- Provide safety meetings on a regular basis and require attendance of all workers
- Personal Protection Equipment PPE will be provided as necessary, and its use enforced by Crew Leader / House Leader / Construction Manager.
- If feasible, administrative controls, such as reducing the duration of exposure will be implemented.
- Equipment, tools, machines, trucks, vehicles, etc., will to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated.

House Leaders

- Ensure orientation is given to new volunteers and is followed up at the work level.
- Ensure volunteers are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personal Protection Equipment PPE will be provided as necessary, and its use enforced by Crew Leader
- All work areas and job sites need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions
- Conduct work day discussions prior to the start of work that include safe work practices.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- All workers will be made aware of workplace emergency procedures.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated and immediate corrective action taken to prevent re-occurrence
- Attend safety meetings on a regular basis

Crew Leaders

- Ensure orientation is given to new volunteers covering tasks to be completed.
- Ensure volunteers are given training that includes safe work practices on equipment, tools, machines, processes, etc. to be used in the assigned tasks.
- Personal Protection Equipment PPE will be provided as necessary, and its use enforced.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated and immediate corrective action taken to prevent re-occurrence
- Report all incidents to House Leader / Construction Manager and take immediate corrective action to prevent re-occurrence
- Attend safety meetings on a regular basis

Volunteers

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their Crew Leader / House Leader / Construction Manager.
- Personal Protection Equipment PPE will be used as instructed.
- Must immediately report all unsafe equipment or tools to their Crew Leader / House Leader / Construction Manager.

- This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this Affiliate has established.
- If injured on the job, or become ill, immediately inform their Crew Leader / House Leader / Construction Manager.