

SAFETY INFORMATION

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Worksite Safety Coordinator

Thank you for volunteering to serve as the Worksite Safety Coordinator for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve, but it is also potentially very dangerous work. With your help, we can have maximum impact on the lives of those in need while reducing the exposure of our volunteers to accidents and hazards. Your task is an important one – thank you for taking the lead! Please review this Job Description and use these talking points to impress upon the volunteers the importance of safety on the worksite.

Position Description

Responsibilities

It is the responsibility of the Worksite Safety Coordinator to ensure that all work performed at the jobsite is done in a safe manner. This person must plan for potential hazards in advance, take preventive measures by checking material and providing safety supplies, and watch for tripping and falling hazards, personal injury risks, improper material handling, improper tool usage, etc. Finally, this person must have volunteers sign volunteer agreement forms, orient the volunteers on potential hazards, and distribute safety materials.

Qualifications

This person should have some knowledge of construction tools and their proper use. This person should have an appreciation of the importance of safety and take their role seriously. This person should commit to be at the worksite for the duration of the project.

Before the event

Overview

- Review the scope of work with the House Captain and determine any special actions needed to ensure a safe job site.
- Read all information in the Safety Manual. This includes information on volunteer safety when working on a worksite, what to do when there is a medical emergency and working with/around hazardous materials such as asbestos, lead based paint and mold.
- Participate in Project Team meetings, incorporating safety concerns into the work plan. If there is a volunteer orientation meeting prior to the workday, participate by providing an overview of safety rules.

Volunteers

- Project the number of volunteers necessary to oversee safety throughout the workday and recruit volunteers to help oversee the worksite, providing them with task descriptions if necessary.
- **Work with the House Captain to ensure that all volunteers** complete and sign a *Volunteer Agreement and Release From Liability form* BEFORE they work on the project.

- **Important information for volunteers who are minors.** Minors are permitted to work on projects provided that they are 14 years of age and older, their parent/guardian must also sign and provide requested information on two documents (Volunteer Agreement and Release From Liability Minor Form and Medical Treatment Authorization for Participating Minor). **Although parents/guardians are not required to be on the work site, the volunteer team must have a minimum ratio of one adult to five minors and provide adequate supervision.** These forms must be kept at the site during the work day.
- **ALL Volunteers and the Homeowner and occupants in the home are required to sign the 2021 COVID-19 Acknowledgement and Release (Either Adult or Minor Form). See details instructions under RT-AFF's COVID-19 Worksite Safety Protocols.**

Homeowner

- Request that homeowner remove pets from premises for the duration of the work event.
- Encourage the homeowner to hide/remove all valuables from the worksite and store breakables out of harm's way.
- Let the homeowner and volunteers know there should be no alcoholic beverages consumed during the workday.

Worksite

- Locate the on/off switch for electricity, water, and gas. Tag these items and share this information with all key volunteers.
- Reserve skilled jobs for the appropriate tradesperson particularly when working with electricity and on plumbing. It is Rebuilding Together's policy to only allow certified plumbers to work with gas.
- If you plan to dig CALL MISS UTILITY (1-800-552-7001 or in Virginia 811) so they can locate and mark their underground facilities in advance to prevent possible damage to underground utility lines, injury, property damage and service outages. (See page S-20)
- If appropriate, have the local power company install "protective sleeves" on power lines prior to Project Day.
- Gather appropriate materials for the worksite, including Personal Protective Equipment (PPE), new extension cords or ladders, labeled containers for hazardous materials, etc.

Workday Efforts: Before the Volunteers Arrive

- On Supply Pick Up Day we will provide you with a 5x8 index card with the name of the homeowner printed on it, along with the address, and the phone number. We ask that you tack up this card nearby the phone for the day--in case of emergency, anyone can give the information out; if the homeowner doesn't have a phone, post the card in an obvious location.

- Post safety and lead signs provided by RT-AFF throughout the house. Lead signs will identify those areas that were tested for lead in homes built prior to 1978. If a surface has either tested positive or was not tested, volunteers should not disturb the surface when exceeding the minimum levels (no scraping, sanding etc.). See section on lead for more information.
- Walk through the house and yard, noting and marking tripping hazards, uneven flooring or dangerous items
- Determine whether and what type of fire hazards exist on the work site.
- Have a fire extinguishers on site and make sure everyone knows how to use them.
- Bring a first aid kit to the site, containing at least a cold pack, latex gloves, bandages, gauze, cold pack, saline, adhesive tape, antiseptic and something for stings/bites. Remind volunteers doing yard work about the possibility of insect bites, stings and poison ivy and poison oak in case of allergies. Ask your group if anyone has any health concerns we should be made aware of.

Workday Efforts: Safety Orientation Meeting

- **Emphasize SAFETY.** Introduce the worksite safety coordinator. Encourage volunteers to do appropriate work for their skill level. Remind volunteers that they are working on a construction site and should take all necessary and reasonable precautions to maintain adequate safety standards.
- Address safety concerns during your opening remarks to volunteers on Project Day. All volunteers should wear a Rebuilding Together T-shirt with name tags on the front and back.
- **ALL adult** volunteers **MUST** complete and sign a *Volunteer Agreement and Release From Liability ADULT form* BEFORE they work on the home. This is essential. Volunteers are not allowed to work until this form has been completed. Keep completed forms on hand during the work day for reference and submit to RT-AFF after the project is completed.
- **MINORS** are permitted to work on projects provided that they are 14 years of age and older. Their parent/guardian must sign and provide information requested on two documents (Volunteer's Agreement and Release from Liability MINOR form and Medical Treatment Authorization for Participating Minor). Keep these forms with you during the work day in case you need to refer to them. Parents and minors should also be provided with the Volunteer Safety Check List. Although parents/guardians are not required to be on the work site, the volunteer team must have a minimum ratio of one adult to five minors and provide adequate supervision.
- Instruct volunteers to store valuables in their cars or other secure locations.
- Confirm persons with cell phones onsite in case of emergency.

- Discuss procedures to deal with accidents/injuries, including Universal Precautions. Volunteers should report any injury immediately to the Safety Coordinator and House Captain.
- Point out lead based paint signs throughout the worksite. Volunteers should not disturb any painted surfaces that exceed the minimum areas, in homes built prior to 1978 that have either been identified as containing lead or not tested.
- **The three most common injuries suffered by volunteers are:**
 1. Personal Injury: cuts and scrapes to hands and feet, lifting heavy objects, and improperly using tools and equipment.
 - Encourage volunteers to use Personal Protective Equipment: safety glasses, work gloves, ear plugs and dust masks and to avoid wearing loose fitting clothes that can get on ladders and pulled into blades.
 - Let volunteers know that only professionals and those trained in their proper use should use power tools.
 - Remind volunteers that most power tool accidents happen after the material has been cut and the tool is in "wind down."
 2. Slips and Falls: falls from roofs and ladders, tripping over construction debris or because of uneven surfaces, falling down steps.
 - Avoid clutter in the work area. Move unused buckets, wet rags, paint brushes, tools and other items safely away and wipe up spills immediately.
 - Inspect each ladder before using it to make sure it is clean and undamaged. Use proper techniques when setting up the ladders. Make certain all ladders are held and secure at the bottom. Before the ladder holder leaves, come down! Don't overreach or use ladders that are too long or too short for the job. Always keep two feet on the rung. (refer to the Volunteer Safety Checklist for further instruction).
 3. Improper Material Handling: Injuries to volunteers while handling and moving building supplies and materials (watch out for one another), damage to property of others during demolition, painting, etc.
 - Remind everyone of proper lifting techniques. Lift and carry materials slowly and carefully! Get help if needed! "1-2-3 lift; 1-2-3 go." Bend at the knees, grab an object securely, hold it close to the body.
 - Use caution around electricity and plumbing. Don't work on appliances, lights, etc. with the power, water or gas on! Turn off the main power supply and label the electrical box so it won't be turned on accidentally. Volunteers should not work on gas appliances. This is reserved for licensed professionals only.
 - Remind volunteers to watch out for overhead power lines.

- If hazardous materials are needed on the worksite, make volunteers aware of what they are, and what to do in the event of a mishap.
- Volunteers should not disturb coated painted surfaces that have either been tested positive for lead based paint or areas that have not been tested that exceed the minimum limits outlined on page S-20. The only exception to the rule is: A Certified Lead Based Paint Abatement Supervisor can train volunteers and must remain at the worksite in Arlington. A Certified Lead Based Paint Renovator can train volunteers and must remain at the worksite in all other jurisdictions.

Workday Efforts: Throughout the Day

- Most accidents happen after lunch. Think about safety all day long.
- Work with the Clean Up Coordinator to address many of the following housekeeping issues
 - Encourage volunteers to keep the job site neat, cords and hoses out to the way, sawdust swept away and debris cleaned up.
 - Spilled paint or liquids should be taken care of immediately.
- Make sure tools are used properly. The most dangerous tool is the screwdriver because it is used incorrectly so often.
- Be mindful of extension cords and ladders – be sure they are removed from walkways whenever possible and unplugged/dismantled immediately after use.
- Do not allow anyone to use power tools they do not know how to operate.
- Make sure you are aware of the proper disposal methods for any hazardous wastes and educate volunteers if special steps are needed.
- Don't expose the house interior or homeowner's belongings to inclement weather.

After the event

- Review and evaluate safety efforts. Provide suggestions and comments to Rebuilding Together.
- Notify Rebuilding Together of any accidents.

SAFETY IS OUR #1 PRIORITY

RT-AFF's COVID-19 Worksite Safety Protocols

Every RT-AFF project has a Safety Supervisor. For some small projects, the Team Leader may serve as Safety Supervisor. The Safety Supervisor is a dedicated position for projects with 10 or more volunteers. The Safety Supervisor is responsible for ensuring the safety of volunteers, occupants, and staff at all RT-AFF projects. The Safety Supervisor has authority to send home any volunteer or close down the project if he or she deems the occupants' or volunteers' health to be at risk.

The Safety Supervisor will:

1. Call the homeowner the day before repairs to check whether any occupant has been ill, had an elevated temperature, or been exposed to someone with COVID-19 within the past two weeks.
2. Ensure the homeowner and any other occupants sign the COVID-19 Acknowledgement/Release.
3. Remind occupants to remain at least six feet away from volunteers as much as possible, and stay in another room well away from repairs to the extent possible.
4. Remind occupants to wear a mask whenever RT-AFF staff, volunteers, or contractors are inside.
5. Designate a bathroom for volunteers to use, if appropriate, in consultation with the homeowner.
6. Have each volunteer sign the RT-AFF Volunteer Attendance Log.
7. Post RT-AFF's Worksite Safety Protocols in plain view at the work site.
8. Ensure volunteers understand all safety protocols. Brief any single new volunteer individually and convene a formal safety meeting if there are two or more new volunteers or a team of ten or more volunteers.
9. Have Personal Protective Equipment (PPE) specified by RT-AFF on site for all volunteers, including extra masks. Secure replacement PPE items from RT-AFF staff as needed.
10. Establish a hand-washing station, either in the designated bathroom or from a hose bibb.
11. Monitor volunteers' adherence to these Protocols and send home any volunteer or close down the project if the Safety Supervisor deems occupants' or volunteers' health to be at risk.
12. At the end of the project, ensure that all trash is disposed of safely.
13. Report any problems encountered or safety concerns to RT-AFF staff.

The Homeowner will:

1. Sign RT-AFF's Homeowner Agreement and Release and the COVID-19 Acknowledgment and Release. Other occupants will also sign the COVID-19 Acknowledgment and Release.
2. Inform the Safety Supervisor if, within the past two weeks, any occupant has been ill, tested positive, been in contact with someone that tested positive for COVID-19, or has had an elevated temperature, or any symptoms of COVID-19, such as: coughing, shortness of breath, chills, aches.
3. Identify, in consultation with the Safety Supervisor, a bathroom for volunteers to use.
4. Remain at least six feet away from RT-AFF volunteers and stay in another room, if possible.
5. Wear a mask when RT-AFF staff, volunteers, or contractors are inside the home.

Every Volunteer will:

1. Have completed RT-AFF's online training for volunteers, and signed RT-AFF's 2021 Volunteer's Agreement and Release from Liability and COVID-19 Acknowledgment and Release.
2. Not participate in RT-AFF projects if, within the past two weeks, he or she has been ill, tested positive or been in contact with someone that tested positive for COVID-19, has an elevated temperature or any symptoms of COVID-19.
3. Label your water bottle, either one you bring from home or one provided by your team leader.
4. Check-in with the Safety Supervisor, sign the Attendance Log, and participate in any safety kick-off meeting or individual safety briefing.
5. Use the bathroom and hand-washing station designated by the Safety Supervisor.
6. Remain at least six feet away from the homeowner and other occupants and avoid touching their belongings as much as possible.
7. Maintain distance from other volunteers as much as possible when making repairs except when specific repairs demand close collaboration.
8. Wear a mask whenever you are working inside the home.
9. Bring your own tools if you have them and use your own tools as much as possible.
10. Dispose of all trash safely, either offsite or in the homeowner's outside bin if there's room.

Volunteer Safety Checklist

Volunteer Waivers

- Make sure you read and understand the volunteer agreement form. Any questions should be directed to the House Captain or Safety Coordinator.
- Should an accident take place on the worksite, notify the House Captain/Safety Coordinator immediately.

Jobsite Security

- Store valuables in your car or other secure location.
- Familiarize yourself with the worksite leadership and report any strange activities or individuals to the appropriate person immediately.
- Return tools/materials to designated location.
- Label your personal items, including tools, gloves, anything you would like returned to you at the end of the day.

General Housekeeping

- It is everyone's responsibility to pick up trash, debris and materials.
- Clean all spills appropriately immediately after they occur to avoid slips.
- Vacuum/sweep work area when finished with project to gather stray materials and debris.
- If an item is broken or damaged beyond repair, consult with house captain/homeowner and discard when possible to avoid future hazards.

Slips & Falls

- Inspect walking/working surfaces to make sure they are as clean and dry as possible.
- Announce locations or post signs in wet, icy, greasy or otherwise slippery areas.
- Clean up work materials when finished to avoid creating tripping hazards.
- Unplug extension cords and/or keep a clear pathway through a work area at all times.
- Inspect ladders and step stools to ensure that they are in good working order.
- Do not compromise your safety while on a roof or other high area by reaching, leaning, or otherwise being without sure footing.

Ladder Safety

- Inspect each ladder before you use it to make sure it is clean and undamaged.
- Set up a ladder on dry, stable ground.
- Position so that the feet of the ladder are approximately one foot from the base of the building for every four feet of the building's height.
- If there's any chance the ladder's feet will slip, dig a small trench for the feet or secure them another way.
- Extend the top of the ladder three feet above the top of the roof, or whatever surface you have it leaning against.
- Tie off the ladder to prevent it from slipping.
- Face the ladder when you are climbing and keep both hands on the ladder.

- Do not stretch or reach while on the ladder – come down and move the ladder to the desired location.
- Have someone hold the base of the ladder for you as you descend. If someone else is descending without support, assist them.

Material Handling

- Remember proper lifting techniques (bend at the knees, grab an object securely, hold it close to the body).
- Be cognizant of your health and ability to handle heavy objects/labor intensive or strenuous tasks – do not take on more than you are physically able to handle.
- When transporting heavy/awkward objects, confirm that your pathway is clear of debris and safe to walk on.
- Keep an eye on both ends of long objects like wood beams, ladders, and railings – do not back up with object in hand without checking for obstacles such as windows, breakables, ladders, or people.
- Avoid throwing items into dumpsters/onto ground, as many items can shatter.
- Handle trash carefully to avoid lacerations from glass or contact with other unsafe items within the bag.
- Wear gloves! They can help avoid splinters, help provide traction, and protect against cuts.

Personal Protective Equipment (PPE)

- Review PPE needs for each task.
- For any job that requires specific types of PPE, make sure you receive the proper materials and any necessary instruction on how to use the equipment.
- Replace your PPE if its effectiveness is compromised.
- Be sure to discard your PPE appropriately, remembering that any hazardous material you might have encountered could also be on the equipment.

Hazardous Materials

- Be aware of materials you are working with – if they are hazardous, be sure to receive instruction on what to do in the event of a mishap.
- Keep materials in proper containers and make sure that the materials are labeled.
- Wear gloves, masks or other PPE as appropriate.
- Confirm appropriate manner for discarding material – many materials require special disposal and should not be flushed down sinks, poured into the ground, or thrown in the trash.
- Thoroughly wash hands and work area after handling hazardous materials, even if you are using PPE. There is still the danger of transporting the material to your eyes, mouth, or someone else unless everything is cleaned.
- Do not disturb

Electrical Safety

- Inspect tools to make sure they have guards, grounding prongs, and are undamaged.
- Do not use power tools that you do not know how to operate.

- Inspect extension cords to make sure they are undamaged and are three-pronged.
- Make sure the power is turned off before working on lighting or other wiring projects.
- Watch for overhead power lines when working outside.

Power Tool Safety

- Receive instruction prior to using a tool you do not know how to operate.
- Confirm that cord does not pose a tripping or electrical hazard.
- Stay focused on task at hand - do not become distracted.
- Be aware of environmental hazards (do not shoot nails in wood when there are volunteers behind wood beam, check walls for wiring/plumbing before contact, do not operate anything electrical in the rain, etc.)
- Avoid wearing loose fitting clothes that could get caught in the tool.
- Most accidents occur after the tool has been used and is in "wind-down" mode – continue to use caution around the tool during this period.
- Do not use cords to hoist or lower tools.
- Make sure the tool is in the OFF position before plugging in the cord, passing to another worker, or setting the tool on the ground.

Fire Prevention

- Do not smoke on a work site.
- Be aware of the nearest fire extinguishers on site and ask for training if you don't know how to use one.
- When using gas-powered equipment, let engines or motors cool before refueling.
- Turn off the electricity and gas before starting any major construction projects.

Water Damage Prevention

- Do not attempt a plumbing job if you are not experienced.
- Do not expose a building's interior or homeowner's belongings to inclement weather.
- Clean up spills immediately after they occur.
- Turn off water before working on any plumbing job.
- Locate water pipes before beginning major construction (doorway widening, replacing dry wall, installing fixtures or grab bars, replacing appliances, etc.)

Environmental Awareness

- Be aware of the condition of the floor, steps, or other materials you are putting weight on.
- Be cognizant of traffic or other neighborhood hazards.
- Do not bring children or pets onto a worksite.
- When outside, check for plants such as poison ivy/oak, thorns, or other items that might cause an allergic reaction (bees, pollens, etc.)
- Watch for tripping hazards both inside and out, including pipes, loose bricks, roots, extension cords, hoses, throw rugs, and uneven ground.
- Confirm that your task does not affect the property/grounds of a neighbor.

- ❑ Use caution when entering/leaving work area in a motor vehicle – check for other cars and people, as well as tools, lumber, or other worksite material that might be in the way.
- ❑ When removing tree limbs or beams overhead, be sure to check what is below and could be damaged by falling materials.
- ❑ Many accidents happen while someone is angry or distracted. Stay cool and focus on the job at hand. If you think someone might not be in the right mindset to handle their assigned task, take action – offer to take over or talk with the house captain.
- ❑ Throughout the project site post signs provided by RT indicating the results of lead based paint testing.
- ❑ When scraping or removing paint, confirm that the paint is lead-free. If not, determine whether it is safe to continue the project. Ask for safety guidelines from House Captain.
- ❑ Check out your shoes – are they appropriate for the work you've been assigned? Consider the sole thickness and tread before entering job site

What To Do In An Emergency!

- If an accident or injury does occur, your first concern is for the injured person.
- Always use **Universal Precautions**, which are procedures to minimize exposure to infectious agents in human body fluids.
- Aid the person and ensure that he/she obtains the necessary treatment. Have the person you have identified within your group with first-aid or medical knowledge assist the injured individual.
- Refer to the list of Hospitals and Medical Facilities on the following pages. If it is an emergency, call 911 immediately. If it is not an emergency, make sure a reliable volunteer takes the injured person to get medical assistance.
- Remember if the injured person is a minor and his/her parent or guardian is not present, you must bring the *Volunteer Agreement forms and Medical Treatment Authorization form* for the minor to receive treatment. Contact the minor's parent/guardian immediately.
- The house captain or a co-captain should be a key person in handling everything relating to an accident.
- The house captain or a co-captain should call Rebuilding Together staff to report any problems or accidents as soon as possible. Report any injuries immediately to Rebuilding Together staff or your Area Coordinator. After the accident has been appropriately handled, an Incident *Report form* must be filled out and Rebuilding Together must be notified within 24 hours. (Forms and Handout Section).
- Identify witnesses and write down their names and phone numbers.
- House captains should write down their own recollection of the incident and encourage others to do the same.

UNIVERSAL PRECAUTIONS

Remind volunteers that, in case of an accident to a volunteer or homeowner, they should follow **Universal Precautions** to minimize exposure to infectious agents in human body fluids, including bacteria, viruses and fungus. Body fluids include blood, urine, feces, saliva and vomit. You should always assume all body fluids are infectious. When giving first aid or handling body fluids protect your hands by wearing latex or nitrile disposable gloves and wash your hands afterwards. When there is a risk of splash, protect your face with safety glasses, goggles, or a face shield and a face mask.

If exposed to body fluids, then remove gloves and wash hands and affected body area immediately with soap and water. Use a towel to turn the spigot handle. Use antiseptic towelettes or the new liquid disinfectants as a temporary measure. Flush eyes, nose and mucous membranes with water for 15 minutes. Seek medical attention as a follow up. Report the exposure to the house captain and to Rebuilding Together staff.

EMERGENCY TELEPHONE NUMBERS

911 - Emergency (Police, Fire, Ambulance, Rescue)

Prior to the workday, determine the closest hospital, emergency room and urgent medical care center. This list is not comprehensive.

HOSPITALS

Alexandria- Inova Hospital

4320 Seminary Road
Alexandria, VA 22304

(703) 504-3000 (main line)
(703) 504-3066 (emergency room)

Arlington - Virginia Hospital Center

1701 N. George Mason Drive
Arlington, VA 22205

(703) 558-5000 (main line)
(703) 558-6167 (emergency room)

Fairfax – Inova Hospital

3300 Gallows Road
Falls Church, VA 22042

(703) 776-4001 (main line)
(703) 776-3111 (Emergency/Trauma)

Fair Oaks - Inova Hospital

3600 Joseph Siewick Drive
Fairfax, VA 22033

(703) 391-3600 (main line)

Loudoun - Inova Hospital

44045 Riverside Parkway
Leesburg, VA 20176

(703) 858-6000 (main line)
(703) 858-6040 (adult emergency)
(703) 858-6048 (pediatric emergency)

Mt. Vernon - Inova Hospital

2501 Parker's Lane
Alexandria, VA 22306

(703) 664-7000 (main line)

Reston Hospital Center

1850 Town Center Parkway
Reston, VA 20190

(703) 689-9000 (main line)
(703) 689-9037 (emergency room)

EMERGENCY CARE CENTERS (open 24 hours a day)

Fairfax - Inova Emergency Care

4315 Chain Bridge Road
City of Fairfax 22030

(703) 877-8200 (main line)

Franconia/Springfield Inova HealthPlex (703) 797-6800 (main line)
6355 Walker Lane
Alexandria, VA 22310

Lorton – Inova Emergency Care Center (703) 982-8324
9321 Sanger Street
Lorton, VA 22079

Reston/Herndon - Inova Emergency Care (703) 668-8333 (main line)
11901 A Baron Cameron Avenue
Reston, VA 20190

URGENT MEDICAL CARE CENTERS – (Not all Centers are Listed)

Non-Emergency Illnesses and Injuries - Always Call First

Arlington – Virginia Hospital Center Urgent Care (703) 717-7000
764 South 23rd Street
Arlington, VA
Open: 8 a.m. – 8 p.m.

Centreville - INOVA Urgent Care Center (703) 830-5600
6201 Centreville Road, Building One, Suite 200
Centreville, VA 20121
Open” 8 a.m. - 8 p.m.

Chantilly – INOVA Urgent Care Center (703) 722-2500
24801 Pinebrook Road, Suite 110
Chantilly, VA 20152
Open: 8 a.m. – 8 p.m.

Reston – Inova Urgent Care Center (571) 525-5850
1488 North Point Village Center
Reston, VA 20194
Open from 8 a.m. – 8 p.m.

Tysons - Inova Urgent Care – Tysons (571) 665-6440
8357 East Leesburg Pike
Vienna, VA 22182
Open daily 8 a.m. – 8 p.m.

Springfield West – Inova Urgent Care Center (571) 665-6460
6230 Rolling Road, Suite J
Springfield, VA 22152
Open daily 8 a.m. – 8 p.m.

Vienna - INOVA Urgent Care Center (703) 962-1200
180 Maple Avenue West
Vienna, VA 22180
Open: 8 a.m. - 8 p.m.

AVOID EXPOSING VOLUNTEERS TO HAZARDOUS MATERIALS

ASBESTOS

Some of the houses we work on have asbestos that is often found in exterior wall shingles and in flooring. The best way to deal with asbestos is to seal it in (e.g. covering over an asbestos-containing floor, with modern tile or sheet goods). **Asbestos should not be removed or disturbed by Rebuilding Together teams.** This work requires a professional contractor.

Asbestos is the name for a group of naturally occurring minerals that separate into strong, very fine fibers. The fibers are heat-resistant and extremely durable, and, because of these qualities, asbestos has become very useful in construction and industry. In the home it may or may not pose a health hazard to the occupants, depending on its condition. When it can be crushed or reduced to powder by hand pressure or the surface is not sealed, to prevent small pieces from escaping, the material is considered FRIABLE. In this condition fibers can be released and pose a health risk. However, as long as the surface is stable and well-sealed against the release of its fibers and not damaged, the material is considered safe until damaged in some way.

HEALTH CONCERNS

Asbestos tends to break down into a dust of microscopic size fibers. Because of their size and shape, these tiny fibers remain suspended in the air for long periods of time and can easily penetrate body tissues after being inhaled or ingested. Because of their durability, these fibers can remain in the body for many years and thereby become the cause of asbestos related diseases.

Symptoms of these diseases generally do not appear for 10 to 30 years after the exposure. Therefore, long before its effects are detectable, asbestos related injury to the body may have already occurred. There is no safe level of exposure known, therefore exposure to airborne asbestos should be avoided.

IDENTIFYING ASBESTOS

People who frequently work with this material, such as plumbers, contractors, and heating specialists, can often correctly guess whether a material contains asbestos. However, the only way to be sure is to have a sample of the suspect material analyzed by a laboratory. Do not rely on visual determinations. It is prudent to treat material which could contain asbestos as if it does, until and unless reliable analysis proves otherwise.

Remember, the asbestos fibers that would cause health problems are much too small to be seen without a powerful microscope. In fact, an average human hair is approximately

1200 times thicker than an asbestos fiber.

WHERE ASBESTOS HAZARDS MAY BE FOUND IN THE HOME

1. Some **roofing and siding shingles** are made of asbestos cement.
2. Houses built between 1930 and 1950 may have asbestos as **insulation**.
3. Asbestos may be present in **textured paint** and **patching compounds** used on wall and ceiling joints. Their use was banned in 1977.
4. **Artificial ashes and embers** sold for use in gas-fired fireplaces may contain asbestos.
5. Older products such as **stove-top pads** may have some asbestos compounds.
6. Walls and floors around wood burning stoves may be protected with **asbestos paper, millboard, or cement sheets**.
7. Asbestos is found in some **vinyl floor tiles** and the backing on vinyl sheet flooring and adhesives.
8. **Hot water and steam pipes** in older houses may be coated with an asbestos material or covered with an asbestos blanket or tape.
9. Oil and coal furnaces and door gaskets may have asbestos insulation.

WHAT SHOULD BE DONE ABOUT ASBESTOS IN THE HOME?

If you think that asbestos may be in your home, do not panic! Usually, the best thing is to leave asbestos material that is in good condition **ALONE**. Asbestos material in good condition will not release asbestos fibers. **THERE IS NO DANGER** unless fibers are released and inhaled into the lungs.

Again, **Asbestos should not be removed nor disturbed by Rebuilding Together teams.**

LEAD-BASED PAINT

Lead paint can be present in any house built before 1978. Lead-based paint can be a serious environmental hazard if disturbed. Any repair that cuts into or disturbs painted surfaces by producing dust or paint chips can create a hazard. Precautions MUST be taken. Please take a few minutes to read this.

THE HAZARD

Housing built before 1978 may have lead-based paint. Lead-based paint dust, chips and contaminated soil can poison young children, their parents, and workers. Safe practices can reduce the risk. The effects of lead poisoning in young children can include learning disabilities, hyperactivity, impaired hearing, decreased growth and even brain damage.

THE SOLUTION - SAFE WORK PRACTICES

HUD/EPA/OSHA regulations require that Rebuilding Together volunteers follow **safe work practices** if lead paint is present or assumed to be present. The inspection report prepared for you by Rebuilding Together-AFF staff on your assigned project will identify houses built prior to 1978. There is a potential that lead is present in these sites. Rebuilding Together-AFF will test homes for lead if the home was built prior to 1978 and there is a potential for disturbing coated surfaces. If the results are positive, typically Rebuilding Together-AFF will address these repairs prior to teams working or refrain from working on these particular surfaces.

In Arlington: Any work that will **disturb 2 square feet** or more of a lead-coated surface (i.e., paint, stain, shellac and varnish) per room inside a building, **20 square feet** or more of lead painted surface of exterior building, **10 percent** of the total surface area of any small surfaces such as a window sill or trim, or the **replacement of windows** must be supervised by a *certified lead based paint abatement supervisor*.

In all other jurisdictions: Any work that will **disturb 6 square feet** or more of lead-coated surface (i.e., paint, stain, shellac and varnish) per room inside a building, **20 square feet** or more of lead painted surface of exterior building, or 10% of a smaller component (baseboard, window sill) or removal of a door or window. The **replacement of windows** must be supervised by a trained Certified Renovator.

House Captains are asked to carefully complete the "Lead Based Paint Disturbance Form" found in the House Captain's Manual. If the planned repairs will disturb surfaces that exceed the minimum limits, Rebuilding Together-AFF will test these surfaces to determine if lead is present. Staff will then contact the House Captain with the results and create a work plan. If more than the minimum limits are exceeded your team must avoid working on these areas. Please consult with Rebuilding Together-AFF to discuss options. Rebuilding Together-AFF will provide signs to teams on Supply Pick Up Day that must be posted throughout the project site. These signs will indicate if the house was built prior to 1978 and the result of lead testing.

MORE INFORMATION

The *Lead Paint Safety Field Guide* and *Reducing Lead Hazards When Remodeling Your Home* have a lot of good information on techniques/precautions to use when dealing the lead hazards. Visit www.epa.gov/lead or https://www.hud.gov/program_offices/healthy_homes/healthyhomes/lead.

DEALING WITH MOLD

If you spot or detect mold in the home you are repairing, stay away from the area and do not remediate the mold. Mold should not be removed by Rebuilding Together teams. This work requires a professional contractor.

Ten Things You Should Know About Mold

1. Potential health effects and symptoms associated with mold exposures include allergic reactions, asthma, and other respiratory complaints.
2. There is no practical way to eliminate all mold and mold spores in the indoor environment; the way to control indoor mold growth is to control moisture.
3. If mold is a problem in your home or school, it must be cleaned up and the sources of moisture eliminated (once again, professionals should handle the cleaning and removal).
4. Fix the source of the water problem or leak to prevent mold growth.
5. Reduce indoor humidity (to 30-60%) to decrease mold growth by: venting bathrooms, dryers, and other moisture-generating sources to the outside; using air conditioners and de-humidifiers; increasing ventilation; and using exhaust fans whenever cooking, dishwashing, and cleaning.
6. Professionals should clean and dry any damp or wet building materials and furnishings within 24-48 hours to prevent mold growth.
7. Professionals should clean mold off hard surfaces with water and detergent, and dry completely. Absorbent materials such as ceiling tiles, that are moldy, may need to be replaced.
8. Prevent condensation: Reduce the potential for condensation on cold surfaces (i.e., windows, piping, exterior walls, roof, or floors) by adding insulation.
9. In areas where there is a perpetual moisture problem, do not install carpeting (i.e., by drinking fountains, by classroom sinks, or on concrete floors with leaks or frequent condensation).
10. Molds can be found almost anywhere; they can grow on virtually any substance, providing moisture is present. There are molds that can grow on wood, paper, carpet, and foods.

The key to mold control is moisture control. Solve moisture problems before they become mold problems!

MISS UTILITY – 811

STEP-BY-STEP INSTRUCTIONS FOR MISS UTILITY TO CHECK FOR UNDERGROUND LINES

If you will be doing any digging whatsoever, have Miss Utility check for utility lines. This service is free, and Miss Utility marks the lines and sends an electronic report usually within 48-72 hours. If the home has a fenced yard, make sure the inspector has easy access. Digging can be dangerous and costly without knowing where underground facilities are located. By calling Virginia 811, you contact all member utilities with one call. Always call before you dig and you have taken a very important step to make sure there will be no damage.

1. Go to www.VA811.com
2. Click on the PROFESSIONALS button at the bar at the top
3. Click on SINGLE ADDRESS TICKET on the drop-down menu
4. Then click the link: [CLICK HERE TO ACCESS SINGLE ADDRESS TICKET SYSTEM](#)
5. Click I AGREE TO TERMS AND CONDITIONS
6. Click CONTRACTOR at the top
7. Enter RT-AFF's Phone Number: 703-528-1999
8. Enter Your Name
9. Enter REBUILDING TOGETHER-AFF
10. Enter RT-AFF's address: 10723 MAIN STREET #135, FAIRFAX, VA, 22030
11. Enter Your Email Address (and enter it again to confirm)
12. For Work Done For, enter your client's name
13. For Field Contact, enter Your Name
14. For Field Contact Phone Number, enter Your Phone Number
15. For Choose A County, select either ARLINGTON or FAIRFAX
16. Leave PLACE/SUBDIVISION blank unless you happen to know the name
17. For Street Address, enter your client's home address
18. For CROSS STREET, enter at least one (usually perpendicular) cross street
19. Select TYPE OF WORK from dropdown menu. (We use POST for ramps and handrails.)

20. For LOCATION OF WORK AREA, indicate the area of the yard on the dropdown menu
21. Add any ADDITIONAL COMMENTS that would be helpful
22. ANSWER QUESTIONS: Horizontal Drilling – NO, Blasting – NO, and whether or not you've marked the area with flags or paint
23. Click SUBMIT and you'll receive an email confirmation that your ticket is being processed

What do the markings mean?

Many people call us wondering why grass near their home is marked or what the markings mean.

Utility color codes are used to identify existing underground utilities in construction areas with the intent of protecting them from damage during excavation. This is done through flags or a special spray paint, neither of which will cause long-term harm to your lawn.

The American Public Works Association (APWA) Uniform Color Codes for temporary

-  **Red** electric power lines, cables, conduit, and lighting cables
-  **Orange** telecommunication, alarm or signal lines, cables, or conduit
-  **Yellow** natural gas, oil, steam, petroleum, or other gaseous or flammable material
-  **Green** sewers and drain lines
-  **Blue** potable (drinkable) water
-  **Purple** reclaimed water, irrigation, and slurry lines
-  **White** proposed excavation limits or route