

# Planning for a Safe Work Day

## In Advance

- Meet with your House Captain, review the Scope of Work, and identify safety issues
- Inspect the work site to identify specific hazards: busy streets, power lines, trip hazards, ladders, power tools, etc.
- Ensure necessary Personal Protective Equipment (PPE) is available
- Call Miss Utility if your project involves ANY digging
- Identify nearest urgent care facility and hospital

## On the Morning of

- Reinspect the work site and locate and tag utility shut-offs
- Post safety posters, such as Lead-Based Paint (if applicable)
- Establish a First Aid station with supplies
- Identify separate areas: registration, supplies, cutting, trash, lunch, etc.
- Make sure all volunteers
  - o Sign Volunteer Agreement (and authorization form for 14-17 year olds)
  - o Sign in
  - o Get a T-shirt and put name tags on front and back
  - o No pets or children <14 on the work site

## At the Kick-Off Meeting

- Instruct volunteers to keep valuables in their cars
- Explain major tasks and team assignments
- Highlight significant safety risks: ladders, power tools, tripping hazards
- Stress PPE appropriate to tasks: eye protection, gloves, masks, etc.
- Provide specifics about disposal of trash and recycling
- Identify the location of separate stations (supplies, cutting, lunch)

## During the Work Day

- Walk around the work site with a sharp eye for hazards
- Coach volunteers as needed to reduce risks – and Stop Work if necessary
- Remind volunteers to keep drinking water
- Remind volunteers to pick up trash as they work

## In Case of an Injury

- Provide first aid, using universal precautions (assume all bodily fluids are infectious)
- Call 911, or refer to urgent care or hospital emergency department, as appropriate
- If injury is to a minor, notify parent/guardian immediately and take authorization form
- Report the injury immediately to RT-AFF staff or your Area Coordinator
- Complete Rebuilding Together-AFF's Incident Report Form within 24 hours
- If the injury is serious, identify witnesses and note their contact information