

# SAFETY INFORMATION

|  | <u>Page</u> |
|--|-------------|
| Volunteer Safety Checklist                       | S-3         |
| Emergency Telephone Numbers – Medical Facilities | S-5         |
| Lead-Based Paint                                 | S-9         |
| MISS UTILITY                                     | S-11        |

(Blank Page)

## ***Thank you for volunteering your time and energy to work with Rebuilding Together!***

In order to make today's event a success, there are a few safety items that are important to remember, whether you are a seasoned professional or a first-time volunteer. Please take a moment to review these important reminders.

### ***Volunteer Waivers***

- Make sure you read and understand the volunteer waiver 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.
- Provide air circulation throughout home, especially in areas that have come into contact with paint, sawdust, or other materials that could be hazardous when inhaled.

### ***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.

*continued* ►

### **Material Handling** *continued*

- 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**

- 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 that MSDSs are available on the work site.
- 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.

### **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.
- 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.

## **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)  
(703) 776-3154 (pediatric emergency)

#### **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** (703) 877-8200 (main line)  
4315 Chain Bridge Road  
City of Fairfax 22030

**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  
601 South Carlin Springs Road  
Arlington, VA  
(Open 7 days a week/24 hours)

**Arlington North - Inova Urgent Care** (571) 492-3080  
4600-C Lee Highway  
Arlington, VA 22207  
Weekdays: 8 a.m. – 8 p.m.  
Weekends and holidays: 9 a.m. – 4 p.m.

**Arlington South - Inova Urgent Care** (703) 746-0111  
3263 Columbia Pike  
Arlington, VA 22204  
Weekdays: 8 a.m. – 8 p.m.  
Weekends and holidays: 9 a.m. – 4 p.m.

**Burke – Walk In Medical Care** (703) 239-0300  
6045 Burke Centre Parkway, Suite M  
Burke, VA 22015  
Weekdays: 9 a.m. – 8 p.m.  
Weekends 10 a.m. – 6 p.m.

**Centreville - INOVA Urgent Care Center** (703) 830-5600  
6201 Centreville Road  
Building One, Suite 200  
Centreville, VA 20121  
Weekdays: 8 a.m. - 8 p.m.  
Weekends and holidays 9 a.m. - 4 p.m.

**Chantilly – INOVA Urgent Care Center** (703) 722-2500  
24801 Pinebrook Road, Suite 110  
Chantilly, VA 20152  
Weekdays 8 a.m. - 10 p.m.  
Weekends and holidays 9 a.m. – 4 p.m.  
Pediatric Provider Hours Weekdays, 2 p.m. – 10 p.m.  
Weekends 9 a.m. – 4 p.m.

**Dunn Loring - Inova Urgent Care** (571) 623-3770  
2671 Avenir Place, Suite A  
Vienna, VA 22180  
Weekdays: 8 a.m. – 8 p.m.  
Weekends and holidays: 9 a.m. – 4 p.m.

**Fairfax - Patient First Urgent Care** (703) 679-1876  
10100 Fairfax Boulevard  
Fairfax, VA 22030  
Hours: Regular and after hours medical care  
8 am to 10 pm  
Every day, including weekends and holidays

**Reston – Inova Urgent Care Center** (571) 525-5850  
1488 North Point Village Center  
Reston, VA 20194  
Open from 8 a.m. – 8 p.m.  
Holidays 9 a.m. – 4 p.m.  
Pediatric Provider Hours: Weekdays, noon – 8 p.m.  
Weekends: 8 a.m. – 8 p.m.

**Tysons - Inova Urgent Care – Tysons** (571) 665-6440  
8357 East Leesburg Pike  
Vienna, VA 22182  
Weekdays: 8 a.m. – 8 p.m.  
Weekends and holidays: 9 a.m. – 4 p.m.  
Pediatric Provider Hours: Weekdays, noon – 8 p.m.  
Weekends: 9 a.m. – 4 p.m.

**Springfield West – Inova Urgent Care Center** (571) 665-6460  
6230 Rolling Road, Suite J  
Springfield, VA 22152  
Weekdays: 8 a.m. – 8 p.m.  
Weekends and holidays: 9 a.m. – 4 p.m.  
Pediatric Provider Hours: Weekdays, noon – 8 p.m.  
Weekends 9 a.m. – 4 p.m.

**Vienna - INOVA Urgent Care Center** (703) 962-1200  
180 Maple Avenue West  
Vienna, VA 22180  
Weekdays: 8 a.m. - 8 p.m.  
Weekends and Holidays 9 a.m. - 4 p.m.)

(Blank Page)



## 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 (Forms and Handout Section). 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](http://www.epa.gov/lead) or [https://www.hud.gov/program\\_offices/healthy\\_homes/healthyhomes/lead](https://www.hud.gov/program_offices/healthy_homes/healthyhomes/lead) or call 1-800-424-LEAD (5323), for more information.

(Blank Page)

## **MISS UTILITY - 811**

### **How to dig safe**

Just call 811. Virginia state law requires anyone who digs to notify Virginia 811 before starting. 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.

#### **Dig with CARE**

Call 8-1-1 or 1-800-552-7001 before you dig.

Also available on VA811.com.

Allow required time for marking.

Respect the marks.

Excavate carefully.

In addition, use common sense while digging. Stay hydrated. Take care not to overexert yourself physically. If you are operating digging machinery you are not familiar with, take time to be trained.

#### **How:**

Just call 811 or 800-552-7001 – You will be connected to our one-call center located in Roanoke, Va.

A courteous professional will help you complete your ticket submission.

Even more convenient, you can submit a locate request by using our Single Address Ticket (SAT) application. To access the application, [CLICK HERE!](#)

#### **Can I complete a ticket submission online?**

Yes, you can! Please use our Single Address Ticket (SAT) application. To learn more about SAT and access application, [CLICK HERE.](#)

#### **When should I call?**

To avoid damaging underground utility lines on their property, homeowners should contact Virginia 811 at least 3 working days (excluding weekends and legal holidays) before beginning any digging project. If you have a mobile device or computer with internet connection, you can submit a request online.

**Call Virginia 811 from 7 a.m. to 5 p.m. on weekdays.**

#### **Why should I call?**

Calling 811 before you dig is the LAW. If you are planning any type of digging project, you should call just to be on the safe side. Many utilities, such as cable television lines, are buried very close to the surface. While it might not be life threatening, you'd hate to miss the big game because you were planting begonias. There is no cost to the homeowner for our service, so you really have no downside.

**I hired a contractor. Should I still call 811?**

It is the contractor's responsibility to call before digging. Be insistent on this because you are the one who will be endangered or inconvenienced if your contractor hits a utility.








Also, be understanding. We live in a fast-paced world and everyone wants their projects completed promptly, however, allowing time for marking is just good sense. Some contractors seek to gain advantage by saying they can start a digging project without marking. This is a violation of Virginia law.

### **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

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