



Greene County Habitat for Humanity

SAFETY POLICY,

ACKNOWLEDGMENT

and

WAIVER OF LIABILITY

## PURPOSE OF THIS POLICY:

This policy has been developed to make our approach to safety more effective and uniform throughout Greene County Habitat for Humanity.

It is the policy of this organization to strive for the highest safety standards on all our projects. Safety does not occur by chance, but requires the careful attention of all our employees.

Our Safety Program has been developed to assure compliance with Federal, State and Local regulations, including OSHA standards for the construction industry.

It is the desire of Greene County Habitat for Humanity to protect employees, volunteers and third parties from accidental injury and damage to health while working for our organization. In order to accomplish this, employees at all levels must work diligently to comply with and execute the company's policy of maintaining safety as outlined in this manual. Accidents, even minor ones, cause both physical and mental pain. Prevention of injury and illness is a goal worth our best efforts.

Each employee and volunteer is authorized to contact the Construction Supervisor any time they feel it is prudently necessary to address a problem with this organization's Safety Program.

## **HSE POLICY STATEMENT**

Concern for Health, Safety and the Environment (HSE) is a core value in Greene County Habitat for Humanity. This means that we take personal responsibility for HSE because we care about people, the environment and our organization.

It is the policy of Greene County Habitat for Humanity to conduct its activities in such a way as to:

- Consider first the health and safety of its employees, volunteers, contractors, and any third parties who may be affected by our activities;
- Create a safe work environment by eliminating hazards and reducing risk. We will accomplish this by providing resources, training, and professional staff to implement and support this policy;
- Ensure that HSE matters have equal status with all other primary objectives;
- Comply with all relevant and applicable national and local government regulations and laws, and industrial standards and guidelines;
- Protect the environment, prevent pollution, and seek improvements in the efficient use of natural resources;
- Demonstrate a visible HSE commitment;
- Cultivate and embrace a “management of change” culture, continually assessing vulnerabilities and predicting changes in conditions, circumstances or systems that may create unsafe conditions due to unexpected or unforeseen situations.

Our HSE policies will be communicated to employees, volunteers, and subcontractors to ensure their operations are planned and conducted in line with our organizational values. Adherence to our stated HSE policies and procedures is of paramount importance to the success of the organization. All Greene County Habitat for Humanity employees and volunteers understand that HSE performance is their responsibility, that they must conduct themselves in a safe and proper manner while carrying out their tasks and that compliance with all HSE policies and procedures is a condition of employment or engagement in volunteer activities. Assessing the effectiveness of our policies and procedures in our operations will ensure that opportunities for continuous improvements exist while achieving our HSE goals and objectives.

## INSPECTIONS

Your responsibility is to give each tool or piece of equipment a quick, visual inspection before using it each time. Defects should be identified immediately, and supervision should be notified.

## SAFE LIFTING

Never bend from the waist with locked knees. Flex your knees, lift with your legs. Keep the load close to your body. Avoid twisting; Keep your feet pointed at the load, as you lift the load, look up. This will help keep your back straight.

## INJURY REPORTING

All injuries, REGARDLESS OF HOW MINOR THEY MAY BE, must be immediately reported to the Construction Supervisor.

It is your responsibility to cooperate with the Construction Supervisor investigating the accident to determine the cause so that action can be taken to prevent a recurrence.

## PERSONAL SAFETY EQUIPMENT

Hard hats are required around overhead type construction projects. Your Construction Supervisor will inform you when hard hats are required.

Appropriate clothing and shoes must be worn on the jobsite, as determined by the Construction Supervisor .

Safety glasses are required for some jobs and in designated areas for all personnel. Use and maintain all personal protective equipment and safety devices needed for a particular job.

If you feel your job requires some form of personal protective equipment, ask the Construction Supervisor for it.

## SAFETY INSTRUCTIONS

The Construction Supervisor will deliver an appropriate safety lecture to each work group prior to the beginning of their work day. The lecture is to cover anticipated safety concerns related to the work for the day as well as general safety practices. All volunteer workers are to complete a "Waiver of Liability" prior to work.

## HOUSEKEEPING

1. Keep everything in its proper place
2. Put scrap, trash and other waste in the right containers, especially flammables.
3. Do not bring glass containers on the jobsite.
4. Clean up tools and work area as your job progresses.
5. Keep all material, tools and equipment in a stable position (tied, stacked, or choked) to prevent rolling or falling.
6. Maintain clear access to all work areas.

## TOOLS AND EQUIPMENT

### GENERAL

1. Operate equipment and tools only if you are trained in their use and authorized to do so.
2. Tools or guards are not to be altered.
3. All equipment, tools, bales, slings, cords, etc. shall be inspected before each day's use and monitored during use. Any found to be defective shall be taken from service immediately and reported to the Construction Supervisor.
4. Tools are to be used only for their designated purpose.
5. Personal tools are subject to inspection at any time. Any found defective or unsafe shall be immediately removed from service.

### ELECTRIC TOOLS

1. Electric power operated tools shall either be approved double insulated or be properly grounded and used with ground fault circuit interrupters on all jobsites.
2. Electric cords shall not be used for hoisting or lowering tools.
3. Tools or extension cords that are frayed or have ground prongs missing shall not be used. Cords must be appropriately rated and insulated.

### LADDERS

1. Straight and extension ladders must be used at a 4V:1H ratio.
2. Step ladders must be fully opened and set level.
3. Work facing the ladder with both feet on the rungs.
4. Stay off the top two rungs of step ladders.
5. Never use two stepladders as supports for scaffold boards.
6. Only one worker at a time will be permitted to work on a ladder.

## DECONSTRUCTION

All properties turned over to Greene County Habitat for Humanity for deconstruction or renovation are to be inspected for the presence of hazardous materials. If hazardous materials are found to be present, a plan for remediation of these materials will be drawn up and followed by the Affiliate and anyone working on their behalf. All remediation work shall follow state and federal guidelines for such activity.

In the event hazardous or suspect hazardous material presents itself after work has commenced, work shall be halted until the substance can be identified and an appropriate remediation plan can be prepared if circumstances warrant it

SAFETY POLICY ACKNOWLEDGMENT

I, \_\_\_\_\_, have received a copy of the Greene County Habitat for Humanity Safety Policy and have read and understand the same.

DATE \_\_\_\_\_

NAME (PRINTED) \_\_\_\_\_

NAME (SIGNED) \_\_\_\_\_

## Release and Waiver of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS  
YOUR LEGAL RIGHTS!

This Release and waiver of Liability (the "Release") executed on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2019, by \_\_\_\_\_ (the "Volunteer")  
in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and **Greene  
County Habitat for Humanity, Inc.**, a Pennsylvania nonprofit corporation, their  
directors, officers, employees and agents (collectively, "Habitat").

The Volunteer desires to work as a volunteer for Habitat and engage in the activities  
related to being a volunteer (the "Activities"). The Volunteer understands that the  
Activities may include constructing and rehabilitating residential buildings, working in  
the Habitat offices, and living in housing provided for volunteers of Habitat.  
The Volunteer hereby freely, voluntarily and without duress, executes this Release under  
the following terms:

**Release and Waiver** Volunteer does hereby release and forever discharge and hold  
harmless Habitat and its successors and assigns from any and all liability, claims and  
demands of whatever kind of nature, either in law or in equity, which arise, or may  
hereafter arise, from Volunteer's Activities with Habitat. Volunteer understand that this  
Release discharges Habitat from any liability or claim that the Volunteer may have  
against Habitat with respect to any bodily injury, personal injury, illness, death or  
property damage that may result from Volunteer's Activities with Habitat, whether  
caused by the negligence of Habitat or its officers, directors, employees, or agents or  
otherwise. Volunteer also understands that Habitat does not assume any responsibility  
for, or obligation to, provide financial assistance or other assistance, including but not  
limited to, medical, health, or disability insurance in the event of injury or illness.

**Medical Treatment** Volunteer does hereby release and forever discharge Habitat from  
any claim whatsoever which arises or may hereafter arise on account of any first aid,  
treatment or service rendered in connection with the Volunteer's activities with Habitat.

**Assumption of the Risk** The Volunteer understands that the Activities include work that  
may be hazardous to the Volunteer, including, but not limited to, construction, loading  
and unloading, and transportation to and from the worksites. Volunteer hereby expressly  
and specifically assumes the risk of injury or harm in the activities and releases Habitat  
from all liability for injury, illness, death or property damage resulting from the activities.

**Insurance** the Volunteer understand that, except as otherwise agreed to by Habitat in  
writing, Habitat does not carry or maintain health, medical or disability insurance  
coverage for any Volunteer.

**Each Volunteer is expected and encouraged to obtain his or her own medical or  
health insurance coverage.**

**Photographic Release** Volunteer does hereby grant and convey unto Habitat all right, title and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer's activities with Habitat, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

**Other** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Pennsylvania, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Pennsylvania. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Date: \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_

Volunteer's Name (Printed) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_