



## Safety Checklist

A safety “toolbox” talk is given at the beginning of each Build Day so that volunteers are familiar with the various safety issues present at the construction site. We ask that all volunteers read this checklist so that they can better understand Habitat Greater Boston’s approach to safety on site.

Group Safety Captains are asked to mark the appropriate boxes. By following this system, we can make sure that all safety needs are being met on our sites and that volunteering with Habitat Greater Boston is not only enjoyable and fulfilling, but safe as well.



*Please mark boxes where appropriate to confirm that each task has been completed. Leave boxes empty if the task was not completed.*

Each volunteer has signed a Volunteer Release and Waiver of Liability form and has also signed in at the site, providing a phone number in case of an emergency

All volunteers meet the age requirement: volunteers are at least 16 years old; 16 and 17 year-olds are accompanied by an adult chaperone. For groups, there is at least one adult chaperone responsible for every two 16 and 17 year-old volunteers. For individual, there is one adult chaperone for each 16 and 17 year-old

Volunteers are wearing appropriate clothing (i.e. pants, closed-toed shoes, non-baggy clothing)

Each volunteer has been given a hard hat and pair of safety glasses (those with glasses are also given safety glasses to wear on top for protection)

All work areas are free of debris and clutter; all hazardous material is out of the way

All electrical cords are free of cuts, frays, and broken prongs

Signs, signals, and barricades relay necessary information and warnings when needed

All volunteers working on scaffolding are tied off with a harness



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- Habitat Greater Boston staff members provide necessary demonstrations for volunteers concerning how to operate power tools (i.e. circular saws, power drills, reciprocating saws)
- 2 first aid kits are available and their locations clearly identified
- Fire extinguishers are available and their locations clearly identified
- Fresh drinking water is available and easily accessible
- Volunteers are able to wash and/or clean their hands at the site
- Smoking is permitted only in designated areas

Group Safety Captain Name: \_\_\_\_\_

Build Group Name: \_\_\_\_\_

Date of Build Day: \_\_\_\_\_

Thank you for taking the time to become familiar with Habitat Greater Boston's construction safety policies. We sincerely hope that your on-site volunteering experience is enjoyable and rewarding - and safe! If you have concerns about the level of safety at our site after working for a day, please fax this form into our office.

***Thank you for your help!***